

STANDARD INSTALLATION  
TOPIC EXCHANGE SERVICE



RELOCATION INFORMATION FOR

Sheppard AFB  
Texas

Information Date  
December 31, 2003

Visit the SITES Web Site at  
<http://www.dmdc.osd.mil/sites>

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# Installation

## Installation Overview

For more information on this subject:

Sheppard AFB

<http://www.sheppard.af.mil/>

Sheppard AFB is in Wichita Falls, Texas, and situated approximately 130 miles between Dallas and Oklahoma City. Use U.S. Hwys 281, 82 and 287, and I-44. CROSS-REFERENCE: See specific directions on how to get to the installation under Category INSTALLATION, Related Subject, MUST KNOW ITEMS.

MAJOR COMMAND: Air Education and Training Command (AETC) 82 TRAINING WING  
COMMANDER: Brigadier General Arthur J. Rooney, Jr.; 80 FLYING TRAINING WING  
COMMANDER: Colonel H.D. Polumbo, Jr.;  
COMMAND CHIEF MASTER SERGEANT: CMSgt Lupe Ruiz

MISSION AIRCRAFT: T-37 Tweet, T-38 Talon and AT-38B Talon

MISSION: Sheppard is one of the most diversified of the training bases in AETC. The 82d Training Wing's training programs are administered by the 82d, 782d, 882d and 982d Training Groups. Major base support is provided by the 82d Support Group, the 82d Medical Group and the 82d Logistics Group. The 80th Flying Training Wing is the home of the Euro-NATO Joint Jet Pilot Training program (ENJJPT), the free world's only internationally manned and managed undergraduate pilot training program. Technical training is provided in the major academic areas of aircraft maintenance, civil engineering, comptroller, electronics, fuels, telecommunications, biomedical sciences, dentistry, health service administration, clinical sciences, medical readiness, nursing and aeromedical education.

TELEPHONE ACCESS: All commercial telephone numbers listed are area code (940); commercial access to Sheppard AFB is prefix (676); all DSN numbers are prefix (736). Sheppard operator assistance is 940-676-2511; DSN 736-2511.

HISTORY: Sheppard Field was first conceived November 29, 1940, when Major General Rush B. Lincoln, Commandant of U.S. Army Air Corps Technical Schools, surveyed sites around the city of

Wichita Falls for a proposed training school. Sheppard Field began as a World War II Army Air Corps Training Center with official dedication of the field on October 17, 1941. The field was named for the late Senator Morris E. Sheppard, former chairman of the Senate Military Affairs Committee. The field reached its peak strength of 46,340 people while serving as a separation center for troops being discharged following World War II. Control and accountability for Sheppard Field was transferred to the Department of the Air Force August 1, 1948 to supplement Lackland AFB, Texas as a basic training center and was renamed Sheppard AFB.

<b>Name:</b> Sheppard Air Force Base
<b>City:</b> Wichita Falls, TX 76311

## Must Know Items

For more information on this subject:

SHEPPARD AFB TEXAS HOME OF THE 82D TRAINING WING

<http://www.sheppard.af.mil>

1. FORWARDING MAIL: Name, General Delivery, 527 I Avenue, Sheppard AFB TX 76311-2505. General Delivery can be held for 30-45 days. Please plan accordingly. The Post Office is located in Bldg 551 on Ave I at 5th Street.

2. DIRECTIONS FROM AIRPORT: If you arrive by commercial airline, you will land at Wichita Falls Municipal Airport, two miles from the main gate. Commercial taxi service is available from the airport to Sheppard. If your flight takes you to the Dallas/Fort Worth Airport, air or van transportation is available to Sheppard AFB. CROSS-REFERENCE: See information on getting taxi service under category LOCAL COMMUNITY, Related Subject COMMUNITY TRANSPORTATION.

3. DIRECTIONS IF DRIVING: All highways leading to the base are well marked. The main gate is on State Hwy 240, off I-44 (U.S. Hwys 287 and 281). Visitors passes for privately-owned vehicles can be obtained at the Visitor's Center outside the main gate.

4. DIRECTIONS BY BUS: You will get off at the Texas-New Mexico & Oklahoma Coaches bus terminal located at 1406 14th Street. Sheppard is located six miles from the bus terminal. Take Broad Street (U.S. 287N) until you see signs for Sheppard AFB. CROSS-REFERENCE: See information on getting taxi service under category LOCAL

COMMUNITY, Related Subject COMMUNITY TRANSPORTATION.

5. **REPORTING-IN PROCEDURES:** Permanent party members arriving after duty hours should report to the Sheppard Inn, Bldg 1600, Avenue J. Sheppard Inn serves as a 24-hour arrival point and may assist you in contacting your sponsor or obtaining temporary living accommodations. To reach Sheppard Inn from the Main Gate, make a right turn at the first light upon entering the gate, turn left on Avenue J, and Sheppard Inn will be on the right. Questions concerning inprocessing should be addressed to 940-676-2224 or DSN 736-2224.

**INPROCESSING PROCEDURES FOR MILITARY MEMBERS:** Permanent Party members who arrive during duty hours (Mon-Fri, 0800-1630) should report to their Commander's Support Staff. Everyone must be in compliance with Air Force Instruction 36-2903 Dress and Appearance of Air Force Personnel. Permanent Party members who arrive after duty hours should report to the Sheppard Inn, Bldg 1600, Ave J, and contact their appropriate squadron or sponsor for inprocessing instructions. Questions concerning inprocessing should be addressed to 940-676-2224; DSN 736-2224; FAX 940-676-2637; DSN 736-2637.

**INPROCESSING PROCEDURES FOR NEW CIVILIAN MEMBERS:** New civilian employees should report to the Civilian Personnel Office in Bldg 402 at the time stated in their notification letter.

**BASE NEWCOMERS ORIENTATION (BNO):** POC - INTRO Office; Telephone: 940-676-6561; DSN 736-6561. BNO is conducted on the first Thursday of each month from 0800 to 1000, at the Officer's Club. You will be scheduled for BNO during your inprocessing. Orientation is mandatory for military members. Spouses and new civilian employees are encouraged to attend. **CROSS-REFERENCE:** For additional information see Category **RELOCATION**, Related Subject **REPORTING INSTRUCTIONS**.

6. **ATTENTION RELOCATING SPOUSES:** You can now have your very own sponsor through the Spouse Sponsor Program. Sponsors are volunteers willing to help make your move easier and answer any questions you might have. If you are interested in obtaining a spouse sponsor, simply inform your military assigned sponsor that you would like to be personally contacted by a "spouse sponsor".

7. **HEARTLINK:** Conducted bi-monthly to familiarize military spouses with Air Force programs and services. This program targets spouses with five years or less as a military spouse, however, all spouses are invited to attend. This program is fun and informative. Contact the Family Support Center at 940-676-4358; DSN 736-4358 for dates/times.

**STUDENT SPOUSE SOCIAL:** Held the last Tuesday of every month, 1200-1600 to acquaint and familiarize student spouses and new spouses with military terms and base agencies that assist family members. Contact the Family Support Center, 940-676-4358; DSN 736-4358 for reservations. **CROSS-REFERENCE:** For more information on Family Support Center Programs, see Category **SUPPORT SERVICES**, Related Subject **FAMILY CENTERS**.

8. **LODGING OFFICE:** Sheppard Inn, Bldg 1600, 400 J Avenue. Telephone: Reservations 940-676-1844/2970; DSN 736-1844; Switchboard 940-855-1844/7370 FAX 940-676-7434; DSN 736-7434. Reservations may also be made by calling toll-free 1-888-AF-LODGE (1-888-235-6343).

**PRIORITY 1 PERSONNEL:** 1) Any TDY person (military or civilian personnel traveling on official orders, does not include family); 2) Any PCS person and family. **PRIORITY 2 PERSONNEL:** 1) Any active duty or retired military member (and dependents) traveling in a non-duty status - Housed as Space Available reservation 24 hours in advance and limited to 30 days

**AVAILABILITY:** Good from Oct - Dec; more difficult Jan - Sep. **METHOD OF PAYMENT ACCEPTABLE:** Cash, personal and travelers checks, Visa, Mastercard, and money orders.

**TEMPORARY LODGING FACILITY (TLF):** (Units can be quite small) All ranks, leave or official duty. **RATES:** All ranks - \$27.50; VOQ - \$21.50; VAQ - \$18.00; DV Officer Suite - \$28.50; DV Enlisted Suite - \$23.00. **NOTE:** Families PCSing in can stay 30 days; families PCSing out are limited to 7 days. BAH must be forfeited for any nights in excess of 30 unless a hardship is approved by Installation Commander. For guests requiring to stay more than 30 days, an extension letter must be given to Lodging administration at least two weeks prior to an extension. **NO PETS ALLOWED AT ALL.** **CROSS-REFERENCE:** For additional information, see Category **RELOCATION SERVICES**, Related Subject **BILLETING**.

9. **IMPORTANT DOCUMENTS TO HANDCARRY:** Birth and marriage certificates, divorce decrees, immunization records, household goods inventory, pay records, passports, medical records, insurance policies, wills, adoption papers, powers-of-attorney.

10. **WEATHER:** Severe thunderstorms and tornadoes pose the most significant weather hazard. They can occur at any time of year, but are most common from the middle of March through the end of June. **TORNADO SAFETY:** When threatening weather is in the area, tune to a local TV or radio station for weather updates. Watches and/or warnings may be posted for severe thunderstorms and/or tornadoes. **SEVERE THUNDERSTORM WATCH** - conditions are favorable for severe thunderstorms to develop. **SEVERE THUNDERSTORM WARNING** - severe thunderstorms are in the area - stay tuned to local broadcasts for weather bulletins. **TORNADO WATCH** - conditions are favorable for tornadoes to develop. **TORNADO WARNING** - a tornado has been sighted in the area, take immediate safety precautions. **SAFETY PRECAUTIONS:** If a storm cellar is not available, seek shelter in the centermost part of the building away from windows. Bathrooms without windows or closets are good shelters if they are not on an outside wall. Do not stay in mobile homes during tornadoes. If you live in a mobile home, plan where to seek shelter **BEFORE** it is needed. Do not get into your car and drive when a tornado is approaching. If you are already in your car, get out and lie flat in a ditch or ravine. **CROSS-REFERENCE:** For additional information see Category **LOCAL COMMUNITY**, Related Subject **CLIMATE**.

11. **WELCOME TO TEXOMA:** An old-fashioned welcome awaits you from Wichita Falls area merchants. For your free "Welcome to Texoma" basket of goodies, call 940-766-0924. (Member Wichita Falls Board of Commerce and Industry)

12. **AIRMAN'S ATTIC:** Airman's Attic has infant and children clothing, baby items, uniforms, maternity clothing and household goods. These items are donated and are given away to E-5 and below. Located in Bldg 962 on Ave I at 9th Street. Normal hours of operation are Monday, Tuesday, Thursday and Friday 1000 - 1400, and Wednesday 1200 - 1600. All Ranks Days are held on a bi-monthly basis on a Saturday. Please check the base newspaper for dates and times. Phone 940-676-0048 or DSN 736-0048. The Airman's Attic is operated by volunteers -- if you are interested in beoming a

volunteer, contact the Volunteer Resource Program Manager at the Family Support Center, 940-676-4358; DSN 736-4358.

13. **RELOCATION SERVICES LOAN ROOM:** Members PCSing in or out can borrow household items with a copy of their PCS orders. Items may be borrowed on a 30-day basis with extensions available. Items to borrow include dish packs, fouton mattresses, irons, ironing boards, cribs, carseats, toasters, mixers, highchairs and coffee makers. Located in the Family Support Center, Bldg 796. Hours of operation are Mon-Fri 0800-1630. Phone 940-676-2300; DSN 736-2300.

14. **FREE NEWSPAPER:** Call 1-800-627-1646 and get a FREE Sunday mail subscription to the Wichita Falls newspaper, the Times Record News, for four Sundays. When you call, explain to the circulation operator that you want the FREE "Sheppard Special" Air Force mail subscription. At the end of your four free Sunday newspapers, you will receive a subscription form which will include the cost to continue receiving the paper. If you do not want to continue the paper, **YOU MUST DECLINE AT THAT TIME** or the subscription will go into effect.

15. **CHILD CARE FOR PCS:** Would you like 20 hours of free child care when you PCS to Sheppard AFB? See Category **RELOCATION SERVICES**, Related Subject **RELOCATION ASSISTANCE** for details.

16. **CHILD CARE DOCUMENTATION REQUIRED:** If you plan to seek child care at the Child Development Center or through the Family Child Care Program on base, the following documentation is needed.

**CHILD DEVELOPMENT CENTER:** Hourly care requires shot records and last well-baby or physical report. If you require permanent child care you need to fill out DD Form 2606 Waiting List Request. Once your child has a slot you will need to provide shot records, last well-baby or physical report. Dual military families or single military parents also require AF Form 357. Phone: 940-676-2038; DSN 736-2038.

**FAMILY CHILD CARE PROGRAM:** Documents required are current shot records and DD Form 357 for dual military families or single military parents. Phone: 940-676-4237. For additional information see Category **CHILD AND TEEN SERVICES**, Related Subject **CHILD CARE PROGRAMS - ON INSTALLATION**.

17. FAMILY SUPPORT CENTER RESOURCE ROOM: Computers are available to permanent party and TDY military members. E-mail accounts can be accessed along with a variety of other computer

programs. Family members are eligible to utilize computers to conduct official business on as case-by-case basis. For more information, contact the Family Support Center at 940-676-4358; DSN 736-4358.

### Must Know Items

<b>--Installation--</b>	
Site Name	Sheppard AFB
Last Updated	December 31, 2003
State/Territory	Texas
County	Wichita
ZIP Code	76311
Service	USAF
Host Command	Air Education and Training Command
Physical Size	5400
<b>--Personnel--</b>	
FSC/ACS Director	James E. Gillespie
Relocation Assistance Manager	Linda Plummer
Relocation Assistance Specialist	Michelle Schroeder
<b>--Phones--</b>	
DSN Country Code	
DSN Number	736-4358
Commercial Country Code	
Commercial Area Code	940-
Commercial Number	676-4358
FAX DSN Country Code	
FAX DSN Number	736-2862
FAX Commercial Country Code	
FAX Commercial Area Code	940-
FAX Commercial Number	676-2862
<b>--Official Mailing Address--</b>	
Street Line 1	82 MSS/DPF
Street Line 2	718 I Avenue
City	Sheppard AFB
State/Territory	TX
ZIP Code	76311-2540
<b>--Deliverable Address--</b>	
Street Line 1	Bldg 796
Street Line 2	718 I Avenue
City	Sheppard AFB
State/Territory	TX
ZIP Code	76311-2540
E-Mail	jim.gillespie@sheppard.af.mil; linda.plummer@sheppard.af.mil; michelle.schroeder@sheppard.af.mil



None

## Geographically Separated or Satellite Locations

### Nearby Installations (Listed Separately in SITES)

<i>State/Country</i>	<i>Site Name</i>	<i>Service</i>	<i>Distance</i>
Oklahoma	Altus AFB	USAF	92 miles
Oklahoma	Fort Sill	USA	50 miles

## Regulations

TRAFFIC - Texas state traffic laws apply on Sheppard AFB when Federal or Military law does not override same. All vehicle occupants must wear safety belts regardless of when the vehicle was manufactured. Texas law requires children, newborn to 4 years of age, or less than 36" in height, be restrained in an approved child car safety seat. Children 4 years of age and older must be restrained in either an approved safety seat or the vehicle's safety belt. All vehicles entering or leaving Sheppard AFB are subject to search.

NOTE: Individual child car safety seat training and inspections are available by appointment from the Wing Safety Office at (940) 676-2008 or Family Advocacy at (940) 676-7239.

WEAPONS: Personnel residing in Sheppard housing must register all weapons immediately upon arrival or purchase, through the unit Command Support Staff. Proper storage will be determined based on address and the types of weapons owned. The armory is located in Bldg 558. For additional information on registering and storing weapons call 940-676-5165; DSN 736-5165.

<b>Name:</b> Boat License (State)
<b>POC:</b> Texas Parks & Wildlife Department
<b>Address:</b> 100 Fre-Mar Valley
<b>City:</b> Wichita Falls, TX 76301
<b>Phone:</b> 940-723-7327
<b>Comments:</b> For more information about boat licenses, write the Texas Parks & Wildlife Department, 4200 Smith School Road, Austin, TX 78744 or call toll-free 1-800-792-1112.

<b>Name:</b> Customer Service - Military ID Cards
<b>Address:</b> Bldg 402, 426 5th Street
<b>City:</b> Sheppard AFB TX
<b>Phone:</b> (940) 676-2225
<b>FAX:</b> (940) 676-2637
<b>DSN Phone:</b> 736-2225
<b>DSN FAX:</b> 736-2637
<b>Comments:</b> Hours: Monday-Friday, 0730-1630. Military ID cards and DEERS enrollment.

<b>Name:</b> Driver's License (State)
<b>POC:</b> Texas Department of Public Safety
<b>Address:</b> 5505 Central Freeway
<b>City:</b> Wichita Falls, TX 76306
<b>Phone:</b> 940-855-6610
<b>Comments:</b> Hours: 0800-1700, Monday-Friday. A Texas driver's license and Texas plates must be obtained within 30 and 45 days of arrival respectively. Active duty military who have a valid driver's license from another state DO NOT have to get a Texas driver's license or Texas license plates. To get a Texas driver's license, it is necessary to take the written test, if the present driver's license is current and valid. If the driver's license has expired, the driving test will also have to be taken. Cost is \$24 for a six year license. Licenses may be paid for by cash, personal check, or money order. The Department of Public Safety is located on Missile Road off I-44, 1/2 mile from Sheppard AFB.

<b>Name:</b> Fishing & Hunting License (State)
<b>POC:</b> Texas Parks & Wildlife Department
<b>Address:</b> 100 Fre-Mar Valley
<b>City:</b> Wichita Falls, TX 76301
<b>Phone:</b> 940-723-7327
<b>Comments:</b> Texas hunting and fishing licenses are required for both residents and nonresidents between the ages of 17 and 65. RESIDENT fishing license is \$19 (active duty military and their dependents qualify for a resident license); NON-RESIDENT fishing license is \$30; and a combination resident fishing/hunting license is \$32.00. For more information, write the Texas Parks & Wildlife Department, 4200 Smith School Road, Austin, Tx 78744 or call toll-free 1-800-792-1112.

<b>Name:</b> Pass and Registration (82 Security Forces Sq)
<b>POC:</b> NCOIC
<b>Address:</b> Bldg 402, Room 154
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4135
<b>FAX:</b> 940-676-3378
<b>DSN Phone:</b> 736-4135
<b>DSN FAX:</b> 736-3378
<b>Comments:</b> Hours: Monday - Thursday 0730-1700; Friday 0900-1700. Civilian ID cards and vehicle registration.

<b>Name:</b> Vehicle Registration
<b>POC:</b> Pass & Registration
<b>Address:</b> Bldg 402, Room 154
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4135
<b>FAX:</b> 940-676-3378
<b>DSN Phone:</b> 736-4135
<b>DSN FAX:</b> 736-3378
<b>Comments:</b> VEHICLES: All vehicles operated on base must be registered by the first duty day after arrival, and display either a DoD decal or a temporary pass. To register a vehicle the military member must present a military ID, valid state drivers license, current proof of insurance, and the state registration, duplicate title or title. Vehicles registered outside of Texas must comply with all registration requirements of that state and have the minimum Texas state levels of insurance.  MOTORCYCLES: Military and civilian personnel who have completed an Armed Forces approved Motorcycle Safety Course, or an Experienced Rider Certification Course, may register their privately owned motorcycle on Sheppard AFB. Licensed operators who have not previously attended an approved course may receive a temporary pass to operator their motorcycles on-base while waiting to attend a riders safety course. All motorcycle riders must comply with the SAFB dress code. For questions regarding the Motorcycle Safety Course and/or the mandatory dress code, contact the Wing Safety Office at 940-676-4149; DSN 736-4149. Requirements for motorcycle, motor scooter, and moped operations on Air Force installations and for operation by military personnel off Air Force installations include the wearing of: 1) Brightly colored or contrasting vest or jacket as an outer upper garment during the day and reflective during the night. Outer upper garment will be clearly visible and not covered; 2) Long sleeved shirts or jackets, full-fingered motorcycle gloves or mittens, and long trousers; and 3) A D.O.T. (Department of Transportation) approved motorcycle helmet.  BICYCLES: All personnel (including dependents, contractors, retirees, etc.) who ride bicycles on an installation must wear an approved (i.e. American National Standards Institute (ANSI) or Snell Memorial Foundation) bicycle helmet.

<b>Name:</b> Visitor's Center
<b>Address:</b> Bldg 1100 (Before entering main gate)
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-7441/2066
<b>DSN Phone:</b> 736-7441/2066
<b>Comments:</b> Hours: Monday-Thursday, 0700-2200; Friday-Sunday, 0700-2400. Temporary vehicle passes may be obtained at the Visitor's Center.

### Commonly Referenced Numbers

All numbers are current but subject to change. If a number appears to be inaccurate, contact the base operator at 940-676-2511; DSN 736-2511.

### Commonly Referenced Numbers

<i>Name</i>	<i>Commercial</i>	<i>DSN</i>
Airman's Attic (Bldg 962 - Ave I at 9th St.)	940-676-0048	736-0048
Army Liaison (Bldg 699 - Ave J)	940-676-7539	736-7539
Commissary (Bldg 120 - Between 1st & 2nd St)	940-676-7269/2901	736-7269/2901
Customer Service - Personnel (Bldg 402 - 5th St)	940-676-2225/4837	736-2225/4837
Education Office (Bldg 402 - 5th St)	940-676-6231/4118	736-6231/4118
Family Advocacy (Bldg 1200 - 9th St)	940-676-2271	736-2271
Family Support Center (Bldg 796 - Ave I)	940-676-4358/4257	736-4358/4257
Housing Office (Bldg 373 - Ave H)	940-676-5773	736-5773
INTRO Office (Bldg 402 - 5th St)	940-676-4633	736-4633
Legal Office (Bldg 315 - 4th St)	940-676-4262	736-4262
Lodging Office - Sheppard Inn (Bldg 1600 - Ave J)	940-676-1844	736-1844
Marine Liaison (Bldg 699 - Ave J)	940-676-5424	736-5424
Military Pay - Acct & Finance (Bldg 402 - 5th St)	940-676-4885	736-4885
N & N Travel and Tours, Inc. (Official Travel)(Bldg 402 - 5th St)	940-676-6398	736-6398
Navy Liaison (Bldg 699 - Ave J)	940-676-4171	736-4171
Postal Service Center (Bldg 551 - Ave I near 5th St)	940-676-5641	736-5641
Relocation Assistance Program (Bldg 796 - Ave I)	940-676-4358/4257	736-4358/4257
Relocation Services Loan Room (Bldg 796 - Ave I)	940-676-2300	736-2300
Security Forces (Bldg 2118 - Bridwell Rd)	940-676-6302	736-6302
Transportation Management Office (Bldg 402 - 5th St)	940-676-5291/5286	736-5291/5286
Travel Pay - Acct & Finance (Bldg 402 - 5th St)	940-676-4873/4874	736-4873/4874
Visitor's Center (Bldg 1100 - Before entering Main Gate)	940-676-7441/2066	736-7441/2066

## **Major Unit Listing**

All e-mail addresses are: first name.last  
name@sheppard.af.mil

### Major Unit Listing

<i>Unit</i>	<i>Command</i>	<i>Point of Contact</i>	<i>Commercial</i>	<i>DSN</i>	<i>Fax</i>
360 TRS (First Sergeant)			940-676-5032	736-5032	DSN 736-5069
360 TRS (Orderly Room)			940-676-3635	736-3635	DSN 736-5069
360 TRS (Training Sq) - Commander			940-676-5035	736-5035	DSN 736-5069
361 TRS (First Sergeant)			940-676-7286	736-7286	DSN 736-5308
361 TRS (Orderly Room)			940-676-2583	736-2583	DSN 736-5308
361 TRS (Training Squadron) - Commander			940-676-5204	736-5204	DSN 736-5308
362 TRS (First Sergeant)			940-676-3331	736-5742	DSN 736-3534
362 TRS (Orderly Room)			940-676-4972	736-4972	
362 TRS (Training Sq) - Commander			940-676-2155	736-2155	DSN 736-3534
363 TRS (First Sergeant)			940-676-4724	736-4724	DSN 736-2231
363 TRS (Orderly Room)			940-676-2487	736-2487	DSN 736-2231
363 TRS (Training Squadron) - Commander			940-676-2244	736-2244	DSN 736-2231
364 TRS (First Sergeant)			940-676-5432	736-5432	DSN 736-2591
364 TRS (Orderly Room)			940-676-3535	736-3535	DSN 736-2591
364 TRS (Training Squadron) - Commander			940-676-2822	736-2822	DSN 736-2591
365 TRS (First Sergeant)			940-676-3530	736-3530	
365 TRS (Orderly Room)			940-676-6525	736-6525	
365 TRS (Training Squadron) - Commander			940-676-3531	736-3531	
366 TRS (First Sergeant)			940-676-5799	736-5799	DSN 736-3345
366 TRS (Orderly Room)			940-676-4404	736-4404	DSN 736-3345
366 TRS (Training			940-676-5800	736-5800	DSN 736-3345

Squadron) - Commander					
372 TRS (Training Squadron) - First Sergeant			940-676-2815	736-2815	DSN 736-6476
373 TRS (Training Squadron) - First Sergeant			940-676-4726	736-4726	DSN 736-3347
381 TRS (First Sergeant)			940-676-7472	736-7472	DSN 736-6928
381 TRS (Orderly Room)			940-676-3351	736-6930	DSN 736-3351
381 TRS (Training Squadron) - Commander			940-676-2287	736-2287	DSN 736-6928
382 TRS (First Sergeant)			940-676-6980	736-6980	DSN 736-1592
382 TRS (Orderly Room)			940-676-6978	736-6978	DSN 736-1592
382 TRS (Training Squadron) - Commander			940-676-2397	736-2397	DSN 736-1592
383 TRS (First Sergeant)			940-676-6982	736-6982	
383 TRS (Training Squadron) - Commander			940-676-2694	736-2694	
782 TRG (Training Group) - Commander			940-676-2553	736-2553	DSN 736-2557
80 FTW (First Sergeant)			940-676-5046	736-5046	
80 FTW (Flying Training Wing) - Commander			940-676-2661	736-2661	
80 OSS (Operations Support Squadron) - Commander			940-676-4948	736-4948	
82 AMDS (Aerospace Medicine Squadron) - Commander			940-676-7626	736-7626	
82 CES (Civil Engineering Squadron) - Commander			940-676-2158	736-2158	

82 CES (First Sergeant)			940-676-5656	736-5656	
82 CES (Orderly Room)			940-676-2375	736-2375	
82 CONS (Contracting Squadron) - First Sergeant			940-676-5182	736-5182	DSN 736-7829
82 CS (Communications Squadron) - Commander			940-676-5575	736-5575	DSN 736-4200
82 CS (First Sergeant)			940-676-2226	736-2226	DSN 736-4200
82 CS (Orderly Room)			940-676-6315	736-6315	DSN 736-4200
82 DS (Dental Squadron) - First Sergeant			940-676-6095	736-6095	DSN 736-5903
82 LG (Logistics Group) - Commander			940-676-2603	736-2603	
82 LG (Orderly Room)			940-676-4495	736-4495	
82 LS (Logistics Sq) - Commander			940-676-5377	736-5377	
82 MDG (First Sergeant)			940-676-6058	736-6058	DSN 736-6416
82 MDG (Medical Group) - Commander			940-676-2004	736-2004	DSN 736-6416
82 MDOS (Operations Squadron) - First Sergeant			940-676-5998	736-5998	
82 MDSS (First Sergeant)			940-676-2727	736-2727	
82 MDSS (Medical Support Squadron) - Commander			940-676-2698	736-2698	
82 MSG (Deputy Commander)			940-676-2336	736-2336	
82 MSG (Mission Support Group) - Commander			940-676-2336	736-2336	
82 MSS (First Sergeant)			940-676-5138	736-5138	
82 MSS			940-676-2331	736-2331	

(Mission Support Squadron) - Commander					
82 MSS (Orderly Room)			940-676-4827	736-4827	
82 SFS (First Sergeant)			940-676-5160	736-5160	
82 SFS (Orderly Room)			940-676-1793	736-1793	
82 SFS (Security Forces Squadron) - Commander			940-676-2379	736-2379	
82 SVS (Services Squadron) - Commander			940-676-2745	736-2745	DSN 736-6872
82 TRG (Deputy Commander)			940-676-6869	736-6869	DSN 736-6049
82 TRG/CC (Training Group) - Commander			940-676-4454	736-4454	DSN 736-6049
82 TRSS (First Sergeant)			940-676-3524	736-3524	DSN 736-4759
82 TRSS (Orderly Room)			940-676-7314	736-7314	DSN 736-5218
82 TRSS (Training Support Sq) - Commander			940-676-4453	736-4453	DSN 736-5218
82 TRSS/ARM (Army Liaison)			940-676-7539	736-7539	
82 TRSS/MAR (Marine Liaison)			940-676-5424	736-5424	
82 TRSS/NAV (Navy Liaison)			940-676-4171	736-4171	
82 TRW/CC (Training Wing) - Commander			940-676-2121	736-2121	DSN 736-1814
82 TRW/CCC (Command Chief Master)			940-676-2177	736-2177	DSN 736-1814
82 TRW/CCEA (Info Management)			940-676-7735	736-7735	DSN 736-1814
82 TRW/CP (Command Post)			940-676-2616/1859	736-2616/1859	
82 TRW/CV (Vice Commander)			940-676-2324	736-2324	DSN 736-1814



82 TRW/FM (Comptroller)			940-676-6780	736-6780	DSN 736-4919
82 TRW/HC (Wing Chaplain)			940-676-7276	736-7276	
82 TRW/IG (Inspector General)			940-676-61152031	736-6115/2031	DSN 736-2500
82 TRW/JA (Judge Advocate)			940-676-2312	736-2312	DSN 736-7190
82 TRW/PA (Public Affairs)			940-676-2732	736-2732	DSN 736-4245
82 TRW/SE (Safety)			940-676-4149	736-4149	DSN 736-1814
88 FTS (Flying Training Squadron) - Commander			940-676-5057	736-5057	
882 TRG (Training Group) - Commander			940-676-2700	736-2700	DSN 736-4025
882 TRSS (First Sergeant)			940-676-6990	736-6990	
882 TRSS (Training Support Squadron) - Commander			940-676-2348	736-2348	
89 FTS (Flying Training Squadron) - Commander			940-676-5025	736-5025	
90 FTS (Flying Training Squadron) - Commander			940-676-5016	736-5016	
982 TRG (Deputy Commander)			940-676-4441	736-4441	DSN 736-7446
982 TRG (Training Group) - Commander			940-676-2666	736-2666	DSN 736-7446

## Transportation

The following is a listing of transportation options on base. CROSS-REFERENCE: See Category LOCAL COMMUNITY, Related Subject COMMUNITY TRANSPORTATION.

<b>Name:</b> Base Taxi Service
<b>Address:</b> Bldg 2111
<b>City:</b> Sheppard AFB
<b>Phone:</b> 940-676-1843
<b>DSN Phone:</b> 736-1843
<b>Comments:</b> Available for official business 0400 - 2200 Monday - Friday. Weekends and holidays the taxi service is available from 0800 - 1700 only.

<b>Name:</b> ITT Leisure Travel
<b>Address:</b> Bldg 430 (Community Center)
<b>City:</b> Sheppard AFB
<b>Phone:</b> 940-676-7018; DSN 736-7018
<b>Comments:</b> For unofficial travel. Books vacation travel as well as hotel, car, cruise and tour reservations.

<b>Name:</b> N & N Travel and Tours, Inc.
<b>Address:</b> Bldg 402, Room 120
<b>City:</b> Sheppard AFB
<b>Phone:</b> 940-676-6398
<b>DSN Phone:</b> 736-6398 or 940-855-2891
<b>Comments:</b> For official travel only. Books passenger reservations and sells tickets for airlines, trains or buses.

<b>Name:</b> Shuttle Bus
<b>Address:</b> Bldg 2111
<b>City:</b> Sheppard AFB
<b>Phone:</b> 940-676-6813
<b>DSN Phone:</b> 736-6813
<b>Comments:</b> Shuttle buses operate over base routes from 0500 to 1830 Monday through Friday, except holidays. Call for schedule.

## Commissary and Exchange Operations

These entries discuss commissary and exchange facilities at Sheppard AFB.

<b>Name:</b> Base Exchange
<b>Address:</b> Bldg 239
<b>City:</b> Sheppard AFB
<b>Phone:</b> 940-855-4318
<b>Comments:</b> Hours: 0900 - 2100, Monday - Saturday. 1200 - 1800, Sunday. CLASS SIX STORE: Offers a wide variety of liquors, beers, and wines. FOOD FACILITIES: Snack bars are located at the main exchange and mini mall. Vendors include Taco Bell, Anthony's Pizza and Cinnabon. A Burger King is located near the Main Base Exchange parking lot. Several other snack bars and automated food facilities are on base, and the Running Chef mobile snack truck operates base-wide. MAIN EXCHANGE COMPLEX: Houses a snack bar, beauty shop, laundry-dry cleaning-alterations service, optical shop, portrait studio, watch repair shop, barber shop, flower shop and a video rental store. MILITARY CLOTHING SALES: The military clothing sales store provides a full range of issue and commercial uniform items for Air Force members. MINI MALL: An indoor shopping mall, located in the heart of the dormitory area, provides a small exchange store, laundry, dry-cleaning and alterations service, a barber shop, food court, and an amusement center. SERVICE STATION: The car care center offers a variety of parts and accessories. The gas stations at the main and hospital gates sell a variety of convenience store items.

<b>Name:</b> Commissary
<b>Address:</b> Bldg 120
<b>City:</b> Sheppard AFB
<b>Phone:</b> 940-676-7269; DSN 736-7269
<b>Comments:</b> Hours: Sun 1100-1700, Mon Closed, Tue-Wed-Thur 0900-1900, Fri 0900-1800, Sat 0800-1800. Sheppard's modern commissary consists of 81,000 square feet of space. Wide aisles lead the shopper through well-stocked shelves to 14 checkout counters. The Commissary accepts Food Stamps and WIC with verification and ID. Mastercard and Visa are also accepted.

## Local Community

### Local Community Overview

For more information on this subject:  
Wichita Falls Convention & Visitors Bureau  
<http://www.wichitafalls.org/>

**LETTER OF WELCOME:** The Wichita Falls Board of Commerce and Industry welcomes you to our community. Wichita Falls is a growing, progressive city in North Texas with a MSA (Metropolitan Statistical Area) estimated population of 136,943. It is the largest city within a 100-mile radius. The Wichita Falls area has a diversified economy with a solid range of industries, and positive business climate. The economic base in the region is composed of Sheppard AFB and other government organizations, retail/wholesale trade, manufacturing, medical services, agriculture, oil and gas, and education. The area enjoys excellent aviation weather and is one of the primary reasons the Euro-NATO Joint Jet Pilot Training Program is located at Sheppard Air Force Base. Wichita Falls' quality of life is enhanced by its warm, friendly citizens. A full range of housing options are available, the area has an excellent education system, medical and social services are outstanding, shopping and dining establishments are plentiful, and a wide variety of entertainment, recreation, and sporting activities are offered. We encourage you to take advantage of all the Wichita Falls area has to offer. Again, welcome. We believe you will be glad you're here! Tim Chase, Director Board of Commerce & Industry

**WICHITA FALLS** - With a population of over 100,000, Wichita Falls is a regional center of agriculture, commerce, medical and educational service. Over 160 annual special events attract

thousands of visitors to the city. The Wichita Falls Ballet Theatre and the Wichita Falls Symphony Orchestra provide quality cultural entertainment. Other cultural and entertainment activities are sponsored through the Wichita Falls Museum and Backdoor Theatre. Our city has a full spectrum of outdoor sports and recreational facilities, such as a softball complex, 20 soccer fields, five golf courses, two municipal tennis centers, and forty city parks. The Wichita Falls city school system includes 19 elementary schools, four junior high schools, three high schools, two vocational schools, an alternate school, and a special education center. Wichita Falls hosted the Dallas Cowboys Training Camp from 1998-2001. A junior hockey team, the Wichita Falls Rustlers, play at the new Kay Yeager Coliseum. A new arena football team will begin play at Kay Yeager Coliseum in 2004. This 10,000 seat coliseum also hosts concerts and various other events. **BURKBURNETT** - Approximately 10 miles from base. Established in 1907, this city became famous for its gigantic oil boom. Burkburnett is a progressive community. Three neighborhood parks are centrally located and River Creek Municipal Park is five miles southeast of town with one of the finest 18-hole golf courses in the area. The city and school systems cooperate in maintaining four lighted multipurpose recreation fields and eight lighted tennis courts. The Burkburnett school system includes three elementary schools, a junior high school, and a senior high school. **IOWA PARK** - Approximately 12 miles from base. Iowa Park is a community of approximately 7,000. It is home to numerous lakes which provide boating, fishing, and hunting opportunities. The Iowa Park school system includes two elementary schools, a junior high school, and a senior high school.

### Time Zone Chart

Local Time Zone: Central

**Time Zone Chart**

<i>Location</i>	<i>Adjustment for GMT</i>
Pacific	-8
Mountain	-7
Central	-6
Eastern	-5
Greenwich (United Kingdom)	0
Central European (Germany)	1
East Asia (Japan)	9

## Climate

Sheppard AFB is located in north central Texas, commonly known as "Texoma" (Texas-Oklahoma). Weather is mild with 149 sunny days, 91 partly cloudy days and 340 flying days per year. Severe thunderstorms and tornadoes pose the most significant weather hazard. They can occur at any time of year, but are most common from the middle of March through the end of June. In the last 30 years, two tornadoes have struck the Wichita Falls area. In the winter freezing precipitation can pose a problem, and is actually more common than snowfall

in north Texas. Most of the precipitation comes in the form of rain; snowfall normally does not exceed 3" for any one snow event.

Sheppard AFB Weather Ops: (940)676-2327; DSN 736-2327

CROSS-REFERENCE: For additional information on local weather conditions, see Category INSTALLATION, Related Subject MUST KNOW ITEMS.

The entries in the following table are in inches and degrees Fahrenheit.

## Climate

<i>Month</i>	<i>High</i>	<i>Low</i>	<i>Humidity</i>	<i>Precipitation</i>
January	52	28	54 - 78	1.0 - 2.0
February	58	33	56 - 82	1.1 - 2.0
March	66	40	48 - 76	1.8 - 1.0
April	76	51	46 - 76	3.1 - 0
May	84	59	51 - 81	4.5 - 0
June	93	68	47 - 78	3.3 - 0
July	98	73	37 - 69	1.9 - 0
August	97	72	41 - 75	2.0 - 0
September	88	64	45 - 79	3.1 - 0
October	78	53	49 - 81	2.9 - 0
November	64	40	52 - 82	1.5 - 0
December	55	32	53 - 79	1.4 - 1.0

## Events Calendar

Wichita Falls is host to many events during the year. The following is only a small representative sampling of some of the most popular events.

<b>Name:</b> FALLS FEST
<b>Address:</b> Lucy Park
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-692-9797
<b>Comments:</b> Date(s): Annually in September. Three days of live music, food, and games on the banks of the Wichita River in Lucy Park. Nationally known musical artists are featured.

<b>Name:</b> FANTASY OF LIGHTS
<b>Address:</b> Midwestern State University
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-397-4000
<b>Comments:</b> Date(s): Annually in December. This Christmas display on the lawn of Midwestern State University delights spectators with a sparkling magical toyland.

<b>Name:</b> HOTTER 'N HELL BIKE RIDE/RACE
<b>City:</b> Wichita Falls TX
<b>Phone:</b> HHH Hotline 940-692-2925
<b>Comments:</b> Date(s): Annually in August. This event draws approximately 8,000 annually. Cyclists of all ages participate in this largest sanctioned century bicycle ride in the US. Riders travel 25, 50, 100 miles, or 10, 100 kilometers.

<b>Name:</b> KAY YEAGER COLISEUM
<b>City:</b> Wichita Falls TX
<b>Phone:</b> Box Office 940-716-5555
<b>Comments:</b> The Kay Yeager Coliseum is the newest addition to the Wichita Falls entertainment scene. It is home to the WF Rustlers hockey team and soon will add professional arena football. Other events held in the coliseum include ice shows, live music concerts, rodeos and motorcycle events.

<b>Name:</b> OIL BOWL FOOTBALL GAME
<b>Address:</b> Memorial Stadium
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-720-3222
<b>Comments:</b> Date(s): Annually in June. This annual football game draws more than 14,000 fans and features high school all-stars from TX and OK. This 52 year-old tradition is sponsored by the Maskat Shrine Temple and benefits burned or crippled children in Shrine hospitals.

<b>Name:</b> RED RIVER RODEO
<b>Address:</b> Wichita County Mounted Patrol Arena
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-692-9112
<b>Comments:</b> Date(s): Annually in June

<b>Name:</b> SPRING FLING
<b>Address:</b> Grounds of Wichita Falls Museum and Art Center
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-692-0923
<b>Comments:</b> Date(s): Annually in April. Draws artists from all over the US to display arts and crafts on the grounds of the Wichita Falls Museum and Art Center.

<b>Name:</b> TEXAS RANCH ROUNDUP
<b>Address:</b> Kay Yeager Coliseum
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-322-0771
<b>Comments:</b> Date(s): Annually in August. Spotlights ranch life with competition among cowboys and ranch hands from the largest working ranches in Texas.

<b>Name:</b> TEXAS-OKLAHOMA FAIR
<b>Address:</b> Multi-Purpose Events Center
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-723-MPEC (6732)
<b>Comments:</b> Date(s): Annually in September.

<b>Name:</b> TEXAS-OKLAHOMA JUNIOR GOLF TOURNAMENT
<b>Address:</b> Weeks Park Golf Center
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-723-2741
<b>Comments:</b> Date(s): Annually in June. Over 900 junior golfers from 28 states participate each year.

<b>Name:</b> WICHITA FALLS MULTI-PURPOSE EVENTS CENTER
<b>City:</b> WICHITA FALLS TX
<b>Phone:</b> Box Office 940 716-5555
<b>Comments:</b> The Wichita Falls MPEC Center hosts many events during the year. Some of these events are the United States Team Roping, Texoma Cat Show, North Texas Arts & Crafts Show, The Texas Collector Show, and various Job Fairs and exhibits.

## Cultural Attractions

For a community the size of Wichita Falls, there are many cultural attractions available. The following is only a small representative sampling of the most popular cultural attractions.

<b>Name:</b> BACKDOOR THEATRE
<b>Address:</b> 501 Indiana Ave.
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-322-5000
<b>Proximity to site:</b> 6 miles from Sheppard AFB
<b>Comments:</b> Hours: Call for show prices and schedule. This community theatre, featuring a main stage and dinner theatre, presents a variety of productions featuring local talent.

<b>Name:</b> FIRE & POLICE MUSEUM
<b>Address:</b> Avenue H and Giddings
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940 767-2412
<b>Comments:</b> This restored 1925 fire station houses more than 20,000 items tracing the history and growth of the fire and police departments. The collections include firearms, official vehicles and much more! Open noon-4pm every Saturday or by appointment. Admission FREE.

<b>Name:</b> KELL HOUSE MUSEUM
<b>Address:</b> 900 Bluff Street
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940 723-0623
<b>Comments:</b> This National and State Historic Landmark has been restored to its' formal splendor with original Kell family furnishings. Historic home of local business and community leader, Frank Kell. Original 19th-Century furnishings include player baby grand piano, seven fireplaces, hand-stenciled decorations; changing exhibits. Guided tours include delightful stories about the Kell family and the founding and early history of Wichita Falls. Admission is \$3 for adults and \$1 for children 12 and under. Open Tues-Wed & most Sun 2-4 pm.

<b>Name:</b> MILITARY HISTORY COLLECTION
<b>Address:</b> 2nd floor of the Wichita Falls Public Library
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940 322-7628
<b>Comments:</b> The collection is located in six rooms and a hallway picture gallery. Tours may be arranged by calling the Museum of North Texas or Bill English at 940 692-4869. The collection of artifacts, uniforms, weapons, and books is expanding regularly.

<b>Name:</b> WICHITA FALLS BALLET THEATRE
<b>Address:</b> 1300 Seventh St.
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-322-5538
<b>Proximity to site:</b> 6 miles from Sheppard AFB
<b>Comments:</b> Hours: Call for performance times. Under the direction of Gary and Patricia Boehm, the ballet company performs at the Wichita Falls Memorial Auditorium.

<b>Name:</b> WICHITA FALLS MUSEUM AND ARTS CENTER
<b>Address:</b> 2 Eureka Circle
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-692-0923
<b>Proximity to site:</b> 12 miles from Sheppard AFB
<b>Comments:</b> Hours: Tue, Wed, Fri, 0930 - 1630; Thurs 0930 - 1900; Sat 1000 - 1700. Art, science, and history exhibits change frequently. Planetarium and laser light shows are held weekly. Admission to the museum is free.

<b>Name:</b> WICHITA FALLS RAILROAD MUSEUM
<b>Address:</b> 818 8th Street
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940 692-6073 or 723-2661
<b>Comments:</b> Three brand new tracks on the site of the former Union Station house passenger freight equipment from six Texas Railroads, all of which have passed into history. The collection of rolling stock from the Missouri-Kansas-Texas (Katy) Railroad is the largest in the country. The museum also features interpretive exhibits and railroad artifacts. Open on Saturday 12-4pm. Admission FREE.

<b>Name:</b> WICHITA FALLS SYMPHONY ORCHESTRA
<b>Address:</b> 3005 Garnett
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-322-4489
<b>Proximity to site:</b> 6 miles from Sheppard AFB
<b>Comments:</b> Hours: Call for schedule. Six concerts each year feature nationally renowned artists and are held in the Wichita Falls Memorial Auditorium.

<b>Name:</b> WICHITA FALLS WATERFALL & RIVER TRAILS
<b>Address:</b> Lucy Park
<b>City:</b> Wichita Falls TX
<b>Proximity to site:</b> 5 miles from Sheppard AFB
<b>Comments:</b> Open 24 hours a day. The original waterfall on the Wichita River washed away in a flood in 1886. In 1986, Wichita Falls decided to replace the city's namesake. The 54-foot waterfall is a multi-tiered cascade on the south bank of the river and is the centerpiece of a 4-mile landscaped, lighted trail system that winds through nearby Lucy Park and along the banks of the Wichita River.

<b>Name:</b> WICHITA THEATRE & OPERA HOUSE
<b>Address:</b> 10th & Indiana
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-723-9037
<b>Comments:</b> Providing the finest in live entertainment and classical movies. Check the Friday Wichita Falls Times and Record News for upcoming events.

## Recreation Opportunities

The Wichita Falls area abounds in recreational opportunities. Also, the Dallas/Fort Worth area, and Oklahoma City are 130 miles from Wichita Falls, making an outing there an easy trip. The following is only a small representative sampling of some of the most popular activities.

<b>Name:</b> Lake Arrowhead State Park
<b>Address:</b> 10 miles SE of Wichita Falls
<b>Phone:</b> 940-528-2211
<b>Proximity to site:</b> 17 miles from Sheppard AFB
<b>Comments:</b> Offers more than 500 acres of park land. Visitors can swim, water ski, fish, picnic or camp. A year-round concession offers bait, fishing tackle and provisions. Cost to enter the park is \$2.00 per person ages 13+; under 13 is free.

<b>Name:</b> RED RIVER SPEEDWAY
<b>Address:</b> 1633 FM Road 369
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 1-800-722-3250
<b>Comments:</b> State-of-the-art high banked asphalt quarter-mile racing surface, 30,000 watts of lighting. Street stock, sportsman, pony stocks and lightning racing. Weekends gates open at 6pm. Races start at 8pm. Admission \$7 for adults, \$3 for youth 11-15, FREE under 10.

<b>Name:</b> RIVER BEND NATURE WORKS
<b>Address:</b> 2200 3rd Street
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 94- 691-0482
<b>WWW Link:</b> <a href="http://www.rbnw.org">http://www.rbnw.org</a>
<b>Comments:</b> Now available for rentals by large and small groups. Maximum capacity is 300; seating for 150. 4,000 sq ft pavillion with 4 restrooms, 20 picnic tables, electricity and water easily accessible, well lighted parking lot.

<b>Name:</b> Sheppard AFB Recreation Annex, Lake Texoma
<b>Address:</b> Rt 3, Box 151
<b>City:</b> Whitesboro, TX
<b>Phone:</b> 903-523-4613
<b>FAX:</b> 903-523-5200
<b>Proximity to site:</b> 120 miles east of Sheppard AFB
<b>Comments:</b> Sheppard AFB Recreation Annex is provided for recreational use by all DoD personnel, their family members and sponsored guests. Guests can engage in camping, boating, fishing, swimming, hiking trails, horseshoes, volleyball, and more. Forty-six fully furnished cabins are available for reservation, sleeping four to six persons. Each has a covered patio with a picnic table and a BBQ grill. Twenty-four sites are available for RVs and tent camp sites are plentiful. Additional features include the Lodge with a snack bar, convenience store, large screen TV, video games, pool table, fitness center, coin operated laundry, library, rental movies, fishing licenses, games, souvenirs, and lake maps. The fishing/boat dock has rental boats and an enclosed "Crappie House" for year round, all weather fishing.

<b>Name:</b> Sheppard AFB Wind Creek Golf Course
<b>Address:</b> Bldg 4490
<b>City:</b> Sheppard AFB, TX
<b>Phone:</b> 940-676-2381
<b>DSN Phone:</b> 736-2381
<b>Comments:</b> One of the Air Force's finest and most challenging 18-hole golf courses. The club house includes a pro shop, snack bar, lounge, lighted driving range and two putting greens. The course is open to all Sheppard people who may pay daily or annual green fees.

<b>Name:</b> Six Flags Over Texas
<b>Address:</b> I-30 at Hwy 360
<b>City:</b> Arlington, TX
<b>Phone:</b> 817-640-8900, ext 2222
<b>Proximity to site:</b> 130 miles
<b>Comments:</b> Bugs Bunny and his Looney Tunes pals welcome you with great shows and exciting rides including the world's top-rated wooden roller coaster, the Texas Giant. Discount tickets are available through the Information, Tickets and Tours (ITT) office at the Community Center on base.

<b>Name:</b> TRAILS AND TALES OF BOOMTOWN, USA
<b>Address:</b> W. 3rd Street
<b>City:</b> Burkburnett TX
<b>Phone:</b> 940 569-0460
<b>Comments:</b> Located 20 minutes north of Wichita Falls at the railroad depot of West Third Street in Burkburnett, Texas. A guided tour recalls the days of the Oil Boom with a visit to an oil field, outdoor oil museum and a replica of Mabel Gilbert's Dugout. Award winning video presentation is two hours; June-Oct. Fri-Sat 9:30am-3:30pm for 30-min presentation.

<b>Name:</b> The Plex Family Entertainment Center
<b>Address:</b> 4131 Southwest Parkway
<b>City:</b> Wichita Falls, TX
<b>Phone:</b> 940-696-1222
<b>Proximity to site:</b> 10 miles from Sheppard AFB
<b>Comments:</b> Bumper boats, go-carts, miniature golf, arcade and batting cages.

## Military Related and Civic Organizations

These listings are a sampling of the military related and civic organizations in the local community. Additional referrals may be made to the Relocation Assistance Program at the Family Support Center, 940-676-4358; DSN 736-4358.

<b>Name:</b> American Legion
<b>Address:</b> 4601 Lake Shore Dr.
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-692-9184

<b>Name:</b> Veterans of Foreign Wars
<b>Address:</b> VFW Post 2147, Sheppard Access Rd
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-855-0442

<b>Name:</b> Kiwanis Club of Wichita Falls
<b>Address:</b> 2304 Old Jacksboro Hwy
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-723-5751

<b>Name:</b> Rotary Club of Wichita Falls
<b>Address:</b> 1003 Hamilton Building
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-723-7903

<b>Name:</b> Wichita Falls Jay Cees
<b>Address:</b> 1824 Collins
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-322-6652

## Shopping

In addition to the mall and shopping centers, there are many small shops in the area, including numerous antique shops. Out-of-town shopping is available in Lawton OK, 50 miles away, and Dallas/Fort Worth and Oklahoma City, both approximately 130 miles away.

<b>Name:</b> Michael's Plaza
<b>Address:</b> Kemp & Southwest Pkwy
<b>City:</b> Wichita Falls TX
<b>Proximity to site:</b> 10 Miles
<b>Comments:</b> Major Stores: Michaels, Optique, Albertsons, U.S. Cellular, CATO Women's Clothing, All Family Chiropractic, Bogart's Deli and Card and Party Factory.

<b>Name:</b> Parker Square
<b>Address:</b> Corner of Kemp & Kell
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-723-8663
<b>Proximity to site:</b> 7 Miles
<b>Comments:</b> Major Stores: McClurkans, Shallenberger's Big & Tall Men's Store, Applebee's Grill & Bar, Weight Watchers, Sunshine Natural Foods.

<b>Name:</b> Sikes Senter Mall
<b>Address:</b> Corner of Kemp and Midwestern Parkway
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-692-5501
<b>Proximity to site:</b> 8-9 miles from Sheppard AFB
<b>Comments:</b> Major Stores : J.C. Penney, Dillards, Sears, Bealls, Bath and Body Works, Sikes Ten Movie Theatre, Books-a-Million, Old Navy, GAP, Baby GAP, Wicks 'n Sticks and Victoria's Secret.



<b>Name:</b> Wichita Square
<b>Address:</b> Kemp & Callfield
<b>City:</b> Wichita Falls TX
<b>Proximity to site:</b> 9 Miles
<b>Comments:</b> Major Stores: Kinkos, Kid's Mart, Joshua's Christian Book Store, Olive Garden Restaurant and Hollywood Video. Ross Dress for Less and Linens and Things will open in 2004.

## State and Community Social Service Agencies

These are only a few of the agencies in the community that provide services to military families. The Information and Referral (I & R) Program at the Family Support Center maintains a database listing community agencies and programs. Call 940-676-4358; DSN 736-4358 for more information.

<b>Name:</b> American Red Cross
<b>Address:</b> 1809 5th St.
<b>City:</b> Wichita Falls TX 76301
<b>Phone:</b> 940-322-8686
<b>Comments:</b> Hours: 0800 - 1700, Monday - Friday.

<b>Name:</b> Food Stamps
<b>POC:</b> Dept of Human Services
<b>Address:</b> 401 Burk Rd.
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-723-0831
<b>Comments:</b> Hours: 0800 - 1700, Monday - Friday. Call for appointment.

<b>Name:</b> WIC Program
<b>POC:</b> Public Health Unit
<b>Address:</b> 1700 3rd St.
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-761-7817
<b>Comments:</b> Hours: 0800 - 1700, Monday - Friday. WIC services are now provided at the SAFB Community Center the first Tuesday of the month. Appointments are necessary and should be made through the WIC office at the above referenced phone number.

## Non-Profit Social Service Agencies

This listing represents a sampling of the numerous agencies in the area. For assistance with locating additional services or targeting a specific

organization, contact the Information and Referral (I & R) Manager at the Family Support Center at 940-676-4358; DSN 736-4358.

<b>Name:</b> Child Care, Inc.
<b>Address:</b> 100 Lamar
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-766-4332
<b>Comments:</b> Hours: 0800 - 1700, Monday - Friday.

<b>Name:</b> United Way of Greater Wichita Falls
<b>Address:</b> 624 Indiana, Ste 304
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-322-8638
<b>Comments:</b> Hours: 0800 - 1700, Monday - Friday.

<b>Name:</b> Wichita Falls Founders Lions Club
<b>Address:</b> P. O. Box 2047
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-322-5451
<b>Comments:</b> Hours: 0800 - 1700, Monday - Friday.

<b>Name:</b> YMCA
<b>Address:</b> 1010 9th St.
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-322-7816
<b>Comments:</b> Hours: 0800 - 1700, Monday - Friday.

<b>Name:</b> YWCA (The Place)
<b>Address:</b> 801 Burnett
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-723-2124
<b>Comments:</b> Hours: 0800 - 1700, Monday - Friday.

## Religious Activities

Wichita Falls is a city of churches. Please refer to the yellow pages of the local phone book under "Churches" for a complete listing in our area. CROSS-REFERENCE: For installation religious services, see Category SUPPORT SERVICES, Related Subject Chapel Services and Programs.

## Community Transportation

The following is a listing of transportation options available within the local community.

<b>Name:</b> AAA Falls Taxi Company
<b>Address:</b> Municipal Airport
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-691-0219
<b>Proximity to site:</b> 5 miles from Sheppard AFB

<b>Name:</b> Enterprise Rent-A-Car
2710 Jacksboro Hwy
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-767-0174

<b>Name:</b> Greyhound-Trailways
<b>Address:</b> 1406 14th St.
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-766-2223
<b>Proximity to site:</b> 6 miles from Sheppard AFB

<b>Name:</b> Hertz Car Rental
<b>Address:</b> Municipal Airport
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-723-2380
<b>Proximity to site:</b> 5 minutes from Sheppard AFB

<b>Name:</b> National Car Rental
<b>Address:</b> Municipal Airport
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-855-1491
<b>Proximity to site:</b> 5 minutes from Sheppard AFB

<b>Name:</b> Presidential Taxi Service
<b>Address:</b> Municipal Airport
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-322-TAXI (8294)
<b>Proximity to site:</b> 5 miles from Sheppard AFB

<b>Name:</b> Skylark Van Service
<b>Address:</b> Holliday & Galveston Streets
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-322-1352
<b>Proximity to site:</b> 7 miles from Sheppard
<b>Comments:</b> Daily schedules between Wichita Falls and Dallas-Fort Worth Airport.

<b>Name:</b> Wichita Falls Municipal Airport
<b>Address:</b> Airport Dr.
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-855-3621
<b>Proximity to site:</b> 5 miles from Sheppard AFB
<b>Comments:</b> Provides numerous flights to the Dallas-Ft Worth area daily.

<b>Name:</b> Wichita Falls Transportation Department
<b>Address:</b> 2100 Seymour Hwy
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-761-RIDE (7433)
<b>Proximity to site:</b> 5 miles from Sheppard AFB
<b>Comments:</b> Wichita Falls provides bus service to and from several downtown locations and Sheppard, Monday - Saturday. An express bus departs the base and goes nonstop to Sikes Center shopping mall beginning at 1500 Monday - Friday. On Saturday it runs from 0945 - 1345. Sunday express service starts at 1145 and ends at 1900. Call for detailed rates and route schedules.

## Education

### Education Overview

This section discusses educational opportunities, both on and off-base, pre-school through college. For additional information, contact the Director of the Family Support Center who acts as the SAFB School Liaison Officer at 940-676-4358; DSN 736-4358; the Relocation Assistance Program at 940-676-4358; DSN 736-4358 or the Base Education Office at 940-676-6231/4118; DSN 736-6231/4118. Military dependents and DoD civilians are welcome to utilize the services of the Education Office. Sheppard personnel are serviced by four Independent School Districts (Wichita Falls, Iowa Park, Burkburnett, and City View). They offer five high schools, six junior high schools, and 25 elementary schools. Wichita Falls ISD has two vocational centers to support their high school program. Special Education and Gifted and Talented programs are available as well as Honors Programs and foreign language programs. CROSS-REFERENCE: For information on GED, see Category EDUCATION, Related Subject ADULT AND CONTINUING EDUCATION.

### Public and DODDS Schools

For more information on this subject:  
Wichita Falls Independent School District  
<http://www.wichita-falls.isd.tenet.edu>

The local area is served by four school districts: Wichita Falls, Burkburnett, Iowa Park and City View. Two school districts serve the three Sheppard housing areas (Capehart, Wherry and Bunker Hill). Capehart children attend schools in the Burkburnett Independent School District. Kindergarten through 6th grade attend the John Tower Elementary School, which is within walking distance. Junior and senior

high school students are transported by bus to schools in nearby Burkburnett. Children residing in Wherry housing attend schools in the Wichita Falls Independent School District. Elementary students attend Sheppard Elementary School, located in the housing area. Other students are bused to nearby Kirby Junior High School or Hirschi High School. Children living in Bunker Hill are transported by bus to either the Wichita Falls or Burkburnett schools, depending on the specific location of their assigned housing.

**IMPORTANT INFORMATION FOR NEWCOMERS TO SHEPPARD AFB:** Families who temporarily reside at the Temporary Living Facility (TLF) are eligible to enroll their children in Sheppard Elementary School. Due to the fact that this is a temporary residence, the children's enrollment at Sheppard Elementary will also be temporary. Once a family has relocated to a residence away from TLF, their children will be required to withdraw from Sheppard Elementary and enroll in the new attendance zone school (families may request to stay at Sheppard Elementary for an additional week to assist in a smoother transition for the students). The ONLY exception will be for families who receive confirmation from the SAFB Housing Office that base housing will be available within a 23 month period. Families who are required to wait for more than 3 months for base housing must enroll their children in the appropriate attendance zone school. Sheppard Elementary serves those children residing in Wherry and south Bunker Hill. Military families residing in Capehart and north Bunker Hill (Burkburnett ISD) may also attend Sheppard Elementary by completing a school transfer.

The Wichita Falls Independent School District (WFISD) utilizes the Controlled Choice Program to improve racial balance in all schools for grades 7-12. New students and parents should report to the Student Assignment Office where they will complete a Choice Form and provide proof of residency. The Student Assignment Office is located at 1104 Broad, Room 300, Wichita Falls TX. Brochures for Controlled Choice and each magnet program are available by contacting your squadron sponsor, the Sheppard Family Support Center Relocation Office, or the Wichita Falls Independent School District at the numbers listed below: SAFB Relocation Assistance Manager at 940-676-4358 or DSN 736-4358; Student Assignment Coordinator at 940-720-4966; Magnet Programs at 940-720-4988; Director of Special Education at 940-720-3110.

**HIGH SCHOOL GRADUATION REQUIREMENTS FOR THE STATE OF TEXAS:** Comprehensive High School and Special Education: English - 4 units; Math - 3 units; Science - 2 units; U.S. History - 1 unit; World History or World Geography - 1 unit; U.S. Government - 1/2 unit; Economics - 1/2 unit; Health - 1/2 unit; Physical Education or equivalent waiver - 1-1/2 units; Athletics, Band, Dance, ROTC; Vocational - 2 or 3 units; At least 7 electives = 22 units to graduate.

<b>Name:</b> Burkburnett Independent School District (Admin Office)
<b>POC:</b> Communications Office
<b>Address:</b> 416 Glendale St
<b>City:</b> Burkburnett, TX 76354
<b>Phone:</b> 940-569-3326
<b>WWW Link:</b> <a href="http://www.esc9.net">http://www.esc9.net</a>
<b>Proximity to site:</b> 8 miles
<b>Comments:</b> 2003-2004 School Year: Starts 18 Aug 03; ends 28 May 04. NOTE: John Tower Elementary (which services the Burkburnett school district) now operates on the extended year concept. 2003-2004 School Year is 4 Aug 03 - 28 May 04.  <b>AGE REQUIREMENTS (State Law):</b> Kindergarten: 5 years of age on or before September 1 of current school year. First grade: 6 years of age on or before September 1 of current school year.  <b>TRANSPORTATION:</b> Services are provided for all students residing beyond a two-mile radius of the school that serves their district. No transportation is provided for transfer students.  <b>SCHOOL HOURS:</b> Pre-kindergarten - grade 5: 8:00 - 2:45; Grades 6 - 12: 8:00 - 3:00  <b>IMPORTANT TELEPHONE NUMBERS:</b> General Information: 940-569-3326; Transportation: 940-569-2772; School Assignment/Transfer: 940-569-3326;  <b>NUMBER OF SCHOOLS:</b> Elementary: 3; Middle schools: 1 High schools: 1

<b>Name:</b> City View Independent School District
<b>POC:</b> Administrator
<b>Address:</b> 1023 City View Dr.
<b>City:</b> Wichita Falls, TX 76305
<b>Phone:</b> 940-855-7551
<b>Comments:</b> 2003-2004 School Year: Starts 18 Aug 03; ends 28 May 04. Kindergarten thru high school. City View Schools service families living in Sunset Terrace Divisions I, II and III), City View Heights and several other areas.  <b>AGE REQUIREMENTS (State Law):</b> Kindergarten: 5 years of age on or before September 1 of current school year. First grade: 6 years of age on or before September 1 of current school year.  <b>TRANSPORTATION:</b> Full bus service is provided for all City View students.  <b>IMPORTANT PHONE NUMBERS:</b> Superintendent: 940-855-4042  <b>NUMBER OF SCHOOLS:</b> Elementary: 1; Middle Schools: 1; High School: 1 -

<b>Name:</b> Iowa Park Independent School District (Admin Office)
<b>POC:</b> Communications Office
<b>Address:</b> 419 E. Cash
<b>City:</b> Iowa Park, TX 76367
<b>Phone:</b> 940-592-4193
<b>WWW Link:</b> <a href="http://www.ipcisd.net">http://www.ipcisd.net</a>
<b>Proximity to site:</b> 12 miles
<b>Comments:</b> 2003-2004 School Year: Starts 18 Aug 03; ends 27 May 04.  <b>AGE REQUIREMENTS (State law):</b> Kindergarten: 5 years of age on or before September 1 of current school year. First grade: 6 years of age on or before September 1 of current school year.  <b>TRANSPORTATION:</b> Services are provided for all students living in Iowa Park.  <b>SCHOOL HOURS:</b> Pre-kindergarten - grade 12: 8:00 - 3:00  <b>IMPORTANT TELEPHONE NUMBERS:</b> General Information: 940-592-4193; Transportation: 940-592-4193; School Assignment/Transfer: 940-592-4193  <b>NUMBER OF SCHOOLS:</b> Elementary: 2; Middle schools: 1; High schools: 1

<b>Name:</b> Wichita Falls Schools Independent School District (WFISD)
<b>POC:</b> Communications Office
<b>Address:</b> P.O. Box 2570 (1104 Broad Street)
<b>City:</b> Wichita Falls, TX 76307-7533
<b>Phone:</b> 940-720-3252
<b>FAX:</b> 940-720-3252
<b>WWW Link:</b> <a href="http://www.wfisd.net/">http://www.wfisd.net/</a>
<b>Proximity to site:</b> 6 miles
<p><b>Comments:</b>  2003-2004 Regular School Year: Starts 18 Aug 03; ends 27 May 04.</p> <p>AGE REQUIREMENTS (State law):  Kindergarten: 5 years of age on or before September 1 of current school year.  First grade: 6 years of age on or before September 1 of current school year.</p> <p>DOCUMENTS NEEDED TO REGISTER (K-6):  Birth certificate, current immunization record, and proof of residency (current utility statement, voter registration card, rent receipt or lease agreement, homeowners or renters insurance policy), social security card.</p> <p>DOCUMENTS NEEDED TO REGISTER (7-12):  Birth certificate, current immunization record, social security card, withdrawal form with grades from former school, letter for Office of Student Assignment.</p> <p>PRE-KINDERGARTEN QUALIFICATIONS: 1) Child must be 4 years old on or before Sep 1 of current school year; 2) must speak a language other than English OR must meet low income guidelines. Documents required for Pre-K registration: Birth certificate, current immunization record, social security card, proof of income.</p> <p>WFISD MEDICATION AND TREATMENT REQUEST: Students requiring prescriptions, over-the-counter medications, or special health care procedures during school hours, must have a Medication and Treatment Request on file that is signed by both the student's physician and the student's parents. The medication will be administered by the school's Health Clinic Personnel. Contact the school for more details and for the Medication and Treatment Request Forms.</p> <p>NUMBERS OF SCHOOLS:  Elementary (K-6): 20  NOTE: One of the extended year schools is located on Sheppard.</p>

<p>Middle Schools (7-8): 4  High Schools (9-12): 3  Special Education Centers: 1  Vocational Education Schools: 2  Career Center: 1  Accelerated Learning Center: 1  Student Adjustment Centers: 2  Early Childhood Center: 1</p> <p>TRANSPORTATION: Services are provided for all students residing beyond a two-mile radius of the school that serves their district. No transportation is provided for transfer students.</p> <p>SCHOOL HOURS:  Pre-kindergarten: 8:15 - 11:15 and 12:30 - 3:30  Kindergarten (1/2 day): 8:15 - 11:15 and 12:30 - 3:30  Kindergarten (full day): 8:15 - 2:45  Grades 1,2,3: 8:15 - 2:45  Grades 4,5,6: 8:15 - 3:30  Math/Science Center Grades 4,5,6 only: 8:15 - 3:20  Grades 7 &amp; 8: 8:20 - 3:25  Grades 9,10,11,12 Regular: 7:50 - 2:50</p> <p>IMPORTANT TELEPHONE NUMBERS:  General Information: 940-720-3100;  Homework Hotline: 940-720-3236;  Transportation: 940-723-0144;  School Assignment/Transfer: 940-720-3269</p> <p>SPECIAL PROGRAMS: The comprehensive Special Education Program offered by the Wichita Falls Independent School District provides services for all students ages 3 through 21 who have been identified as physically handicapped, visually or auditorially handicapped, mentally retarded, emotionally disturbed, learning disabled, speech handicapped, or autistic. Students with serious visual or hearing losses may be served from birth. Special Education Programs include: special help within the regular classroom; content mastery; part-time instruction in a resource program and part-time in the regular classroom; instruction given at home or in the hospital; vocational classes; self-contained instructional classrooms and community based instruction. For more information on special programs, contact the Wichita Falls Independent School District, Special Education Department, 940-720-3110.</p> <p>The following is a list of schools that have Magnet Programs in the Wichita Falls Independent School District:  <b>ELEMENTARY SCHOOLS:</b></p>
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Alamo Medical and Science Magnet, 940-720-3128;  
Austin Children's Engineering Magnet, 940-720-3126;  
Kate Burgess International School of Languages, 940-716-2850;  
Fannin Writers Academy, 940-720-3137;  
Huey Plant and Animal Montessori, 940-720-3140;  
Lamar Primary Center for Environmental Studies, 940-720-3151;  
McGaha Academy, 940-720-3153;  
Washington/Jackson Math-Science-Technology Magnet, 940-720-3145;  
**JUNIOR HIGH SCHOOLS:**  
Barwise Academy of Visual and Performing Arts, 940-720-3035;  
Kirby Math-Science-Technology Center, 940-716-2900;  
McNiel Global Communications, 940-720-3030;  
Zundelowitz International Academy, 940-720-3170;  
**HIGH SCHOOLS:**  
Hirschi Math-Science-Technology Magnet, 940-716-2800;  
Rider Academic Visual Performing Arts, 940-720-3000;  
Wichita Falls University and Career Center, 940-720-3177

## Private Schools

For more information on this subject:  
National Association of Independent Schools  
<http://www.nais-schools.org>

If you are considering private/home schools, refer to the following listings for further information. For private schools in the area, refer to the Yellow Pages of the local phone book under "Schools - Private".

Number of Private Schools in area: Elementary: 13;  
Middle School: 2; High School: 2; Military Schools: 0

<b>Name:</b> Information and Referral Program, Family Support Center
<b>POC:</b> Information and Referral Manager
<b>Address:</b> 718 I Avenue
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4358; DSN 736-4358
<b>FAX:</b> 940-676-4358; DSN 736-4358

<b>Name:</b> National Association of Independent Schools (NAIS)
<b>Address:</b> 1620 L Street NW
<b>City:</b> Washington, DC 20036
<b>Phone:</b> 1-800-343-9138
<b>Comments:</b> Information on private and independent elementary and secondary schools is available through the NAIS website.

<b>Name:</b> Wichita Falls Independent School District
<b>POC:</b> Attendance Office
<b>Address:</b> 1104 Broad
<b>City:</b> Wichita Falls, TX 76301
<b>Phone:</b> 940-720-3205
<b>Comments:</b> If you are home schooling your child in this area, you must inform the Attendance Office.

## Colleges and Universities

For information on any colleges in the area, or information on VA/GI Benefits, contact the Sheppard Education Office, 940-676-6231/4118; DSN 736-6231/4118. On-base educational opportunities are offered by Vernon College, Wayland Baptist University, Midwestern State University, University of North Texas, and Embry-Riddle Aeronautical University. Midwestern State University campus programs are available in Wichita Falls. Vernon College vocational programs are available at their Wichita Falls campus. Other commutable programs are available from the University of Oklahoma and Webster University. Region IX Education Services Center provides basic skills courses in the local area at no cost.

<b>Name:</b> Embry-Riddle Aeronautical University
<b>Address:</b> Bldg 402, Room 318
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-851-6458
<b>FAX:</b> 940-851-6459
<b>E-Mail:</b> <a href="mailto:Sheppard_center@cts.db.erau.edu">Sheppard_center@cts.db.erau.edu</a>
<b>WWW Link:</b> <a href="http://www.embryriddle.edu">http://www.embryriddle.edu</a>
<b>Comments:</b> Hours: 0830-1730 Monday-Thursday; 0830-1300 Friday; 1300-1730 Friday by Appointment. Offering Bachelor of Science in Professional Aeronautics and Master of Aeronautical Science.

<b>Name:</b> Midwestern State University
<b>Address:</b> 3410 Taft Blvd
<b>City:</b> Wichita Falls, TX 76308
<b>Phone:</b> 940-397-4321 (Registrar)
<b>FAX:</b> 940-397-4672
<b>WWW Link:</b> <a href="http://www.mwsu.edu">http://www.mwsu.edu</a>
<b>Proximity to site:</b> 8 miles
<b>Comments:</b> Active duty and dependents assigned to Sheppard are granted resident tuition. MSU offers many degree plans, both graduate and undergraduate.

<b>Name:</b> Sheppard Education Office
<b>POC:</b> Education counselor
<b>Address:</b> Bldg 402, Room 306
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-6231/4118; DSN 736-6231/4118
<b>FAX:</b> 940-676-4841; DSN 736-4841
<b>WWW Link:</b> <a href="http://www.afpc.randolph.af.mil/edu/oldwebpage/USAFBases/sheppard.htm">http://www.afpc.randolph.af.mil/edu/oldwebpage/USAFBases/sheppard.htm</a>
<b>Comments:</b> Hours: 0830-1630, Monday - Friday. No appointments necessary Monday through Thursday. Fridays are by appointment only.

<b>Name:</b> University of North Texas
<b>Address:</b> On base office: Bldg 402, Rm 340
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-855-7587
<b>E-Mail:</b> <a href="mailto:gdodson@unt.edu">gdodson@unt.edu</a>
<b>WWW Link:</b> <a href="http://www.unt.edu">http://www.unt.edu</a>
<b>Comments:</b> Hours: 0800 - 1200, Monday-Thursday; 1200 - 1400 Friday. Degrees offered: Master of Science (MS), Master of Education (MEd), Doctor of Education (EdD), and Doctor of Philosophy (PhD) in Applied Technology, Training and Development. Certifications offered: Basic and Advanced Corporate Training Certificates. Active duty and dependents assigned to Sheppard are granted resident tuition.

<b>Name:</b> Vernon College
<b>Address:</b> Bldg 402, Room 305
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-855-2203
<b>FAX:</b> 940-855-0035
<b>E-Mail:</b> <a href="mailto:bKays@vernoncollege.edu">bKays@vernoncollege.edu</a>
<b>WWW Link:</b> <a href="http://www.vernoncollege.edu">http://www.vernoncollege.edu</a>
<b>Comments:</b> Active duty and dependents assigned to Sheppard are granted resident tuition. Associate degree majors available on base in Accounting, Computer Information Sciences, Business Management, and Management.

<b>Name:</b> Wayland Baptist University
<b>Address:</b> Off-Base Office: 4110 Callfield Road
<b>City:</b> Wichita Falls, TX 76308
<b>Phone:</b> 940-696-0409
<b>FAX:</b> 940-696-0409
<b>E-Mail:</b> <a href="mailto:barnesl@wbu.edu">barnesl@wbu.edu</a>

<b>Name:</b> Wayland Baptist University
<b>Address:</b> On base office: Bldg 402, Rm 237
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-855-4322
<b>FAX:</b> 940-855-6549
<b>E-Mail:</b> <a href="mailto:wbushep@cyberstation.com">wbushep@cyberstation.com</a>
<b>WWW Link:</b> <a href="http://www.wbu.edu/wf">http://www.wbu.edu/wf</a>
<b>Comments:</b> Hours: 0800-1800, Monday-Thursday; 0800-1500, Friday. Undergraduate majors in Business Administration, Career and Technology Education, Religion and Occupational Education are offered on base as well as MBAs and MAs in Management and Human Resource Management.

## Adult or Continuing Education

For more information on this subject:  
Midwestern State University  
<http://www.mwsu.edu/>

For additional information, contact the Sheppard Education Office, 940-676-6231/4118; DSN 736-6231/4118.

<b>Name:</b> Midwestern State University
<b>POC:</b> Continuing Education Department
<b>Address:</b> 3410 Taft
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-397-4756
<b>Proximity to site:</b> 8 miles from base
<b>Comments:</b> Call for schedules of classes.

<b>Name:</b> Midwestern State University
<b>POC:</b> Testing Department
<b>Address:</b> 3410 Taft
<b>City:</b> Wichita Falls, TX 76308
<b>Phone:</b> 940-397-5020
<b>Proximity to site:</b> 8 miles
<b>Comments:</b> For GED Testing.

<b>Name:</b> Region IX Education Services Center
<b>POC:</b> GED Preparation Department
<b>Address:</b> 30 Loop 11
<b>City:</b> Wichita Falls, TX 76305
<b>Phone:</b> 940-322-6928
<b>Proximity to site:</b> 4 miles
<b>Comments:</b> Call for GED Preparation Information. Hours: 0800 - 1700, Monday - Friday. GED Classes are held at the Galaxy Center, 4309 Jacksboro Highway, on Tuesday from 1800 - 2100 and Thursday from 1800 - 2000. GED Classes are held at Washington-Jackson Math and Science Center, 1300 Harding Street, on Tuesday and Thursday 1800 - 2000.

<b>Name:</b> Region IX Education Services Center
<b>POC:</b> English as a Second Language Department
<b>Address:</b> 30 Loop 11
<b>City:</b> Wichita Falls, TX 76305
<b>Phone:</b> 940-322-6928
<b>Proximity to site:</b> 4 miles
<b>Comments:</b> Region IX offers English as a Second Language (ESL) classes daily. There are no fees for the classes and students can start them at any time. Call for information on registering. <b>SCHEDULE OF ESL CLASSES:</b> Day classes: 0900 - 1200, Monday - Friday. Held at the Galaxy Center, 4309 Jacksboro Highway, Room 105. Learning Center open from 0900 - 1500, Monday - Friday. Evening classes: 1830 - 2030, Monday & Wednesday. Held at Huey Elementary School, 1513 N. 6th Street.

<b>Name:</b> Vernon College
<b>POC:</b> Wichita Falls Center
<b>Address:</b> 4105 Maplewood
<b>City:</b> Wichita Falls, TX 76308
<b>Phone:</b> 940-696-8752
<b>Proximity to site:</b> 6 miles
<b>Comments:</b> Offering associate degrees in: Child Development, Computer & Information Science, Computer Support Technician, Computer Networking, Criminal Justice, Emergency Medical Service, Fire Protection Technology, Health Information Technology, Nursing (LVN), and Office Technology.  Offering certificates in: Child Development Worker/Administrator, Cosmetology, Nail Technician, Cosmetology Instructor, Criminal Justice, Health Information Technology, Office Technology, Nursing (LVN), Firefighter Technology, Spanish, Language Interpreter Program, Substance Abuse Counseling, and Surgical Technology.

<b>Name:</b> Vernon College
<b>POC:</b> Skills Training Center
<b>Address:</b> 2813 Central Expressway East
<b>City:</b> Wichita Falls, TX 76302
<b>Phone:</b> 940-766-3369
<b>Comments:</b> Offering certificate in: Aircraft Technology. Also offering certificate and associate degree in: Computer Drafting & Design Technology; Computer Animation & Design; Electronics; Heat, Ventilation & Air Conditioning, and Welding.

<b>Name:</b> Wichita Adult Literacy Council, Inc.
<b>POC:</b> Region IX Education Services Center
<b>Address:</b> 30 Loop 11
<b>City:</b> Wichita Falls, TX 76305
<b>Phone:</b> 940-322-6928, ext 159
<b>Proximity to site:</b> 4 miles
<b>Comments:</b> The Wichita Adult Literacy Council is a non-profit organization designed to provide one-to-one tutoring for adults who cannot read, or who need to improve their basic literacy skills. Tutors are volunteers from the local community who are trained to teach adults to read. Training for tutors is conducted two times a year. Please call for next scheduled training time.



## Special Education

NOTE: National Information Center for Children and Youth with Handicaps: 1-800-695-0285, P. O. Box 1492 Washington D.C. 20013 CROSS-REFERENCE: For additional information, see Category EDUCATION, Related Subject PUBLIC AND DODDS SCHOOLS.

<b>Name:</b> Burkburnett Independent School District
<b>Address:</b> 414 Glendale
<b>City:</b> Burkburnett, TX 76354
<b>Phone:</b> 940-569-1852

<b>Name:</b> Exceptional Family Member Program (EFMP)
<b>POC:</b> Family Advocacy Office
<b>Address:</b> Bldg 1200 (Hospital)
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-2271; DSN 736-2271
<b>Comments:</b> This program is now called Special Needs Assignment Coordination Process. Personnel with an exceptional family member should contact this office as soon as possible after arriving at Sheppard AFB. Appointments are required.

<b>Name:</b> Wichita Falls Independent School District
<b>Address:</b> 4100 Pool St
<b>City:</b> Wichita Falls, TX 76309
<b>Phone:</b> 940-720-3055

## Employment

### Employment Overview

For more information on this subject:  
AF Crossroads Employment Forum  
<http://www.afcrossroads.com>

**WAGES:** General wages for this area range from \$5.15 (minimum wage) to \$9.00 per hour. Clerical positions, \$6.00-\$9.00; unskilled labor, \$6.00-\$7.00; fast food, \$5.15-\$6.00; retail, \$5.15-\$8.50.

**GOOD PROSPECTS:** Jobs are available in unskilled areas such as fast food and entry level retail sales. Jobs are also available in the medical fields (RNs, LVNs, PTs, LAB TECHs). Openings usually exist for skilled clerical workers. A maximum security prison system employs about 1192 people.

**FAIR PROSPECTS:** Labor jobs, factory or production workers and skilled sales.

**POOR PROSPECTS:** Unskilled clerical (less than 40 WPM), mid to upper level management positions and civil service. NOTE: The following fields are very competitive: education, secretarial and computers. Specialists needed in these fields are special education, mathematics and science teachers, oil and gas secretaries, legal secretaries, office managers and computer support personnel.

**BEST EMPLOYMENT MONTHS:** March, April, May, June, September and October. The time it will take to find employment will vary depending on qualifications, education, the job market and persistence. For job hunting purposes be sure to bring with you all employment records and information, resumes, transcripts, certificates, licenses, SF-50, picture ID and social security card.

**STATE OF TEXAS RULES FOR UNEMPLOYMENT BENEFITS:** If you were employed IN TEXAS you are eligible to apply for unemployment benefits based on your military spouse relocating. However, you will be ruled ineligible for the first six weeks from date of filing claim. **OTHER STATE'S RULES FOR UNEMPLOYMENT BENEFITS:** Eligibility based on military relocation varies. Be sure to check with your state's unemployment office prior to leaving to determine if you will be eligible for benefits.

Contact the Career Focus Manager at 940-676-4358; DSN 736-4358, as soon as you know you are coming to Sheppard AFB, and soon after your arrival for assistance in developing and refining resumes, interviewing skills and job leads and resources. The Family Support Center conducts a Job Search 101 class, targeted to military spouses. This class provides information on job resources, application preparation, resumes, cover letters, and interviewing skills. Call 940-676-4358; DSN 736-4358 for reservations. A Resource Room is also available for your use with the following programs: America's Job Bank, Microsoft Word for Windows and Internet.

Personnel separating from the Air Force should seek assistance through the Transition Assistance Program at the Family Support Center. In addition to utilizing the computer programs listed above, Transition Assistance offers career counseling, and a monthly 4-day Department of Labor Transition Seminar. Contact the Transition Assistance Manager at 940-676-4358; DSN 736-4358.

### Federal Civilian Employment for Spouses

For more information on this subject:  
<http://www.afpc.randolph.af.mil>

The following list is a sampling of where to look for federal civilian employment. Contact the Career Focus Manager, 940-676-4358; DSN 736-4358 for further information. CROSS-REFERENCE: For information on government employment, see Category EMPLOYMENT, Related Subject GOVERNMENT EMPLOYMENT.

<b>Name:</b> Civilian Personnel Office
<b>POC:</b> Customer Service
<b>Address:</b> Bldg 402, Rm 125
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-2024; DSN 736-2024
<b>Comments:</b> Hours: 0730-1630, Monday-Friday. Provides a central point of contact for seeking Civil Service employment and information on spouse preference. Military spouse preference provides priority in the employment selection process for spouses who are relocating as a result of the member's PCS. To obtain a General Announcement Kit, call 1-800-699-4473.

## Permanent Employment Resources

For more information on this subject:  
Texas Workforce Commission  
<http://www.twc.state.tx.us/>

These record listings represent a sampling of the opportunities for permanent employment in the area. For assistance in locating additional resources, contact the Career Focus Manager at the Family Support Center.

<b>Name:</b> (HRO) Services - Human Resources Office
<b>Address:</b> Bldg 1664
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-6394; DSN 736-6394
<b>FAX:</b> DSN 736-2682
<b>Comments:</b> Hours: Mon, Tues, Wed, Fri - 0800-0400; Thur 0800-1130. Part and full time positions available at the service facilities on base, including the lodging facility, child development center, bowling alleys, etc.

<b>Name:</b> Career Focus Program
<b>POC:</b> Career Focus Manager
<b>Address:</b> Bldg 796 - Family Support Center
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4358; DSN 736-4358
<b>FAX:</b> DSN 736-2862
<b>Comments:</b> Hours: 0730-1630, Monday-Friday. Focus on career planning, potential employment, resume, and job search skills in the local area for active duty, retirees, and dependents.

<b>Name:</b> Texas Workforce Commission (Employment)
<b>Address:</b> Galaxy Bldg - 4309 Jacksboro Hwy, Ste 3
<b>City:</b> Wichita Falls, TX 76302
<b>Phone:</b> 940-322-8220
<b>FAX:</b> 940-322-8411
<b>Comments:</b> Hours: 0800-1700, Monday-Friday. Employment agency for the State of Texas with specialized counseling to veterans. Also the point of contact for civilian contracting jobs at Sheppard.

<b>Name:</b> Texas Workforce Commission (Unemployment)
<b>Phone:</b> 1-800-939-6631
<b>Comments:</b> Information on unemployment benefits.

<b>Name:</b> Transition Assistance Program
<b>POC:</b> Transition Assistance Manager
<b>Address:</b> Bldg 796 - Family Support Center
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4358; DSN 736-4358
<b>FAX:</b> DSN 736-2862
<b>Comments:</b> Hours: 0730-1630, Monday-Friday. Provides information on transitioning from the military to civilian life, including career counseling and job search information.

<b>Name:</b> Wichita County Personnel Officer
<b>POC:</b> Human Resources Office
<b>Address:</b> 900 7th St.
<b>City:</b> Wichita Falls, TX 76301
<b>Phone:</b> 940-766-8108
<b>Comments:</b> Hours: 0800-1700, Monday-Friday.

<b>Name:</b> Wichita Falls City Personnel
<b>POC:</b> Employment Section
<b>Address:</b> 1300 7th Street, Room 100
<b>City:</b> Wichita Falls, TX 76301
<b>Phone:</b> 940-761-7615
<b>Comments:</b> Hours: 0800-1700, Monday-Friday. Lists all city jobs.

## Temporary Employment Resources

Temporary agencies DO NOT charge a fee. "Temping" is an excellent way to learn about the community, develop new job skills or re-enter the work force. For temporary agencies in the local area, consult the yellow pages of the telephone directory under "EMPLOYMENT CONTRACTORS - TEMPORARY HELP".

<b>Name:</b> Career Focus Program
<b>POC:</b> Career Focus Manager
<b>Address:</b> Bldg 796 (Family Support Center)
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4358
<b>FAX:</b> 940-676-2862
<b>DSN Phone:</b> 736-4358
<b>DSN FAX:</b> 736-2862

## Non-Paid or Volunteer Opportunities

The Volunteer Resource Program is involved in the recruitment, referral and recognition of Sheppard AFB volunteers. Volunteers are utilized throughout the base in organizations including the hospital, library, youth center, airman's attic and child development center. Off base opportunities include Adult Literacy Council, Meals on Wheels, Concern Crises Hotline and more.

<b>Name:</b> Volunteer Resource Program
<b>POC:</b> Volunteer Resource Manager
<b>Address:</b> Bldg 796 - Family Support Center
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4358; DSN 736-4358
<b>FAX:</b> DSN 736-2862
<b>Comments:</b> Hours: 0730 - 1630, Monday - Friday.

## Chambers of Commerce

A great source of information on Sheppard AFB and the surrounding communities is the local Chambers of Commerce who will normally send you packets of

information free. Chambers of Commerce are an excellent resource for employment information.

<b>Name:</b> Burkburnett Chamber of Commerce
<b>Address:</b> 412 N. Ave C
<b>City:</b> Burkburnett, TX 76354
<b>Phone:</b> 940-569-3304
<b>WWW Link:</b> <a href="http://www.Burk@burkburnett.org">http://www.Burk@burkburnett.org</a>
<b>Comments:</b> Hours: 0800 - 1700, Monday - Friday.

<b>Name:</b> Iowa Park Chamber of Commerce
<b>Address:</b> 102 N. Wall St
<b>City:</b> Iowa Park, TX 76367
<b>Phone:</b> 940-592-5441
<b>Comments:</b> Hours: 0800 - 1700, Monday - Friday.

<b>Name:</b> Wichita Falls Chamber of Commerce
<b>POC:</b> Board of Commerce & Industry
<b>Address:</b> 218 Hamilton Bldg
<b>City:</b> Wichita Falls, TX 76311
<b>Phone:</b> 940-723-2741
<b>Comments:</b> Hours: 0800 - 1700, Monday - Friday.

## Private Sector Employment

For more information on this subject:

Texas Workforce Commission

<http://www.twc.state.tx.us/>

These record listings indicate a sampling of the private sector employment in the local area. For a complete listing of the major companies and businesses located in the Wichita Falls area, contact the Career Focus Manager at the Family Support Center, 940-676-4358; DSN 736-4358.

<b>Name:</b> Delphi Energy & Engine Management System
<b>POC:</b> Personnel Department
<b>Address:</b> 8600 Central Freeway North
<b>City:</b> Wichita Falls, TX 76306
<b>Phone:</b> 940-855-7080
<b>FAX:</b> 940-855-7106

<b>Name:</b> Howmet Corporation (Casting Division)
<b>POC:</b> Personnel Department
<b>Address:</b> 6200 N. Central Freeway (P.O. Box 1616)
<b>City:</b> Wichita Falls, TX 76307
<b>Phone:</b> 940-855-8100
<b>FAX:</b> 940-855-5032

<b>Name:</b> PPG Industries
<b>POC:</b> Personnel Department
<b>Address:</b> 7400 N. Central Freeway
<b>City:</b> Wichita Falls, TX 76304-1698
<b>Phone:</b> 940-723-4324

<b>Name:</b> Texas Workforce Commission
<b>Address:</b> Galaxy Bldg - 4309 Jacksboro Hwy, Ste 3
<b>City:</b> Wichita Falls, TX 76302
<b>Phone:</b> 940-322-8220
<b>FAX:</b> 940-322-8411
<b>Comments:</b> Hours: 0800 - 1700, Monday - Friday.

<b>Name:</b> Vetrotex Certainteed Corporation
<b>POC:</b> Personnel Department
<b>Address:</b> 4515 Allendale Road
<b>City:</b> Wichita Falls, TX 76310
<b>Phone:</b> 940-691-0020
<b>FAX:</b> 940-696-3652

<b>Name:</b> Work Services Corporation
<b>Address:</b> 3401-B Armory Road
<b>City:</b> Wichita Falls, TX 76302
<b>Phone:</b> 940-766-3207
<b>Comments:</b> Hours: 0800 - 1700, Monday - Friday.

## Government Employment

For more information on this subject:  
Human Resources Non-Appropriated Funds  
<http://www.sheppard.af.mil/82svs/>

These record listings indicate a sampling of the government employment available in the local area. For additional information, contact the Career Focus Manager at the Family Support Center, 940-676-4358; DSN 736-4358.

<b>Name:</b> AAFES
<b>Address:</b> Bldg 1638
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-2211; DSN 736-2211
<b>Comments:</b> Hours: 0800 - 1200, Wednesdays. Applications for positions in the base movie theatre, shoppettes, service station, mini-malls, snack bars and BX.

<b>Name:</b> Civilian Personnel Office
<b>POC:</b> Customer Service
<b>Address:</b> Bldg 402, Room 125
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-2024; DSN 736-2024
<b>Comments:</b> Hours: 0730-1630, Monday-Friday. To obtain a General Announcement Kit, call 1-800-699-4473.

<b>Name:</b> Human Resources Non-Appropriated Funds (NAF)
<b>Address:</b> Bldg 1664
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-6394; DSN 736-6394
<b>Comments:</b> Hours: 0730-1630, Monday-Friday. Available positions are posted in the NAF office.

<b>Name:</b> Texas Workforce Commission
<b>Address:</b> Galaxy Bldg - 4309 Jacksboro Hwy, Ste 3
<b>City:</b> Wichita Falls, TX 76302
<b>Phone:</b> 940-322-8220
<b>FAX:</b> 940-322-8411
<b>Comments:</b> Hours: 0800 - 1700, Monday - Friday. An employment agency for the State of Texas with specialized counseling to veterans. The point of contact for civilian contracting jobs at Sheppard AFB.

<b>Name:</b> Wichita County Personnel Officer
<b>POC:</b> Human Resources Office
<b>Address:</b> 900 7th St.
<b>City:</b> Wichita Falls, TX 76301
<b>Phone:</b> 940-766-8108
<b>Comments:</b> Hours: 0800 - 1700, Monday - Friday

<b>Name:</b> Wichita Falls City Personnel
<b>POC:</b> Employment Section
<b>Address:</b> 1300 7th Street, Room 100
<b>City:</b> Wichita Falls, TX 76301
<b>Phone:</b> 940-761-7615
<b>Comments:</b> Hours: 0800-1700, Monday-Friday. Lists all city jobs.

## Professional or Occupational Licensing

This information represents a sampling of professional and occupational licensing agencies in the area. For additional resources, contact the Career Focus Manager at the Family Support Center, 940-676-4358; DSN 736-4358.

<b>Name:</b> Child Care - Administrator
<b>POC:</b> Tx Dept of Human Svcs Child Care Administrator's Licensing, 550-W
<b>Address:</b> P. O. Box 149030
<b>City:</b> Austin, TX 78701
<b>Phone:</b> 512-450-3255
<b>Comments:</b> Demonstrate competency in the field of Child Care Admin; Texas Law and Management Principles.

<b>Name:</b> Cosmetology
<b>POC:</b> Texas Cosmetology Commission
<b>Address:</b> 1111 Rio Grande
<b>City:</b> Austin, TX 78701
<b>Phone:</b> 512-463-5540
<b>Comments:</b> Practical demonstration and theory test required; specialized education and/or training; health certificate required; 16 years of age minimum.

<b>Name:</b> Real Estate
<b>POC:</b> Texas Real Estate Commission
<b>Address:</b> P. O. Box 12188
<b>City:</b> Austin, TX 78714
<b>Phone:</b> 512-459-6544
<b>Comments:</b> Written examination required. Study materials available from Commission. Must be Texas resident for 60 days; sponsored by a broker (sales agent only); must be 18 years of age.

<b>Name:</b> Registered Nurse
<b>POC:</b> Texas State Board of Nursing Examiners
<b>Address:</b> P. O. Box 140466
<b>City:</b> Austin, TX 78714
<b>Phone:</b> 512-835-4880
<b>Comments:</b> National Council Licensure Examination for Registered Nurses (NCLER-RN); Verification of Graduation from an Accredited Professional School of Nursing.

<b>Name:</b> Social Work
<b>POC:</b> Texas Dept of Human Svcs Social Work Certification Program - 550W
<b>Address:</b> P. O. Box 149030
<b>City:</b> Austin, TX 78714
<b>Phone:</b> 512-450-3255
<b>Comments:</b> Written examination required; specialized education and training; 18 years of age minimum.

<b>Name:</b> Teacher Certification - Regular
<b>POC:</b> Texas Education Agency
<b>Address:</b> 1701 N. Congress Ave
<b>City:</b> Austin, TX 78701
<b>Phone:</b> 512-463-8976
<b>Comments:</b> Written competency test - Examination for the Certification of Educators in Texas (EXCET); required to be 18 years of age; Specialized Education and/or Training.

<b>Name:</b> Teacher Certification - Teaching as Second Career for Military Personnel
<b>POC:</b> Texas Education Agency
<b>Address:</b> 1701 N. Congress Ave
<b>City:</b> Austin, TX 78701
<b>Phone:</b> 512-463-9327
<b>Comments:</b> Hold Bachelors degree from Regionally accredited Institution of Higher Learning; 2.5 overall GPA with a minimum of 2.5 GPA in the subject or combination of subjects to be certified, pass state-approved basic skills test and oral/written proficiency test in language of target population; if bilingual, certification sought.

<b>Name:</b> Vocational Nurse
<b>POC:</b> Texas Board of Vocational Nurse Examiners
<b>Address:</b> P. O. Box 141007
<b>City:</b> Austin, TX 78714
<b>Phone:</b> 512-835-2071
<b>Comments:</b> Written examination is required. National Council Licensure Examination (NCLEX) - Specialized Education and/or Training.

## Networking Opportunities

The military spouse who is seeking to develop a personal career must tackle the problem of frequent moves. Networking before you move as well as after you arrive can sometimes be the key to your job search. Utilize all available resources to the fullest, including the Career Focus Program, the Resource Room at the Family Support Center and the Civilian Personnel Office. Any questions about finding employment should be directed to the Career Focus Manager, 940-676-4358; DSN 736-4358.

## Medical And Dental

### Medical and Dental Overview

Sheppard's hospital, under administration of the 82d Medical Group, is one of eight Air Force regional hospitals. It medically supports ten other bases in the southwest.

**APPOINTMENTS:** Patients are seen by appointment only. Services are provided to active duty, dependents, retirees and their dependents, in that order. For most appointments or cancellations, call the central appointment section at 940-676-1847; DSN 736-1847. For appointments with the following clinics, call: Aeromedical: 940-676-6509, DSN 736-6509; Dental: 940-676-4474, DSN 736-4474; Mental Health: 940-676-6075, DSN 736-6075; Obstetrics/GYN: 940-676-4250, DSN 736-4250; Surgery: 940-676-6346, DSN 736-6346.

Appointments in internal medicine, neurology and other specialty clinics are made only after the patient has been seen in the Medicine Clinic. Parents are encouraged not to bring children to siblings or parents appointments. Providers have had trouble discussing diagnoses and plan of care with parents who are distracted by attending to children other than the patient. Additionally, some children have fallen against sinks or off chairs when not supervised closely, increasing their risk of harm. Members on flying status and their families are seen in the aeromedical services clinic.

### MILITARY SAME DAY APPOINTMENTS:

Active duty personnel (non-flyers) with acute illness should call the hospital appointment line at 940-676-1847 starting at 0700 for a same day appointment. Active duty personnel (flyers) should call the Flight Medicine Office at 940-676-6509 to set up a same day appointment. All flyers requesting "return to flying status" should report to the Flight Medicine Office 0730-0800 or 1100-1130, Monday-Friday.

**DEERS ENROLLMENT:** Defense Enrollment Eligibility Reporting System (DEERS) is vital to dependents of all military members. Dependent medical benefits and identification for access to base facilities is determined wholly by their DEERS enrollment. The marriage certificate for spouse enrollment and birth certificate for child enrollment are presented by the military member to Military Personnel Flight (MPF), Customer Service. Enrollment of other dependents like parents, etc., also begins with proof of relationship and proof of dependency which is established by MPF and Accounting and Finance.

### Medical Services/Directory - on Installation

**CROSS-REFERENCE:** For types of services offered, see Category AT A GLANCE.

### Medical Services/Directory - on Installation

<i>Clinic</i>	<i>POC</i>	<i>Number</i>
Beneficiary Counseling and Assistance Coordinator		940-676-6064
Central Appointments		940-676-1847
Dental Clinic		940-676-4474
Ear, Nose and Throat (ENT)		940-676-5960
Family Advocacy		940-676-2271
Information (not manned constantly)		940-676-6147/6056
Medicine Clinic		940-676-6855
Optometry		940-676-6243
Orthopedics		940-676-6345
Outpatient Records		940-676-3771/3773
Patient Advocate		940-676-7791
Pediatrics Clinic		940-676-6777
Pharmacy (Hospital)		940-676-6310
Pharmacy (Satellite)		940-676-3229
Radiology		940-676-6276
TriCare		940-851-2709

### Health Benefits Advisor, Wellness, and CHAMPUS/TRICARE Programs

CHAMPUS/TRICARE: Please call for information concerning CHAMPUS/TRICARE Programs, as these benefits may change. All military dependents must be enrolled in the DEERS program to receive medical care at the base hospital. Upon marriage or birth of a child, contact 82 MSS, Customer Service, Bldg 402, 940-676-2224/2225; DSN 736-2224/2225 for enrollment procedures.

TRICARE HEALTH CARE INFORMATION LINES (HCIL): Provides medical advice and assistance for non-emergency situations that may be encountered, saving the beneficiary both time and money. When an HCIL is contacted, the caller has the option to either listen to one of the hundreds of topics on health from the audio-health library, or speak to a nurse that is on duty. The HCILs provide 24/7 medical information service. The HCILs do not serve as pre-certification or authorization for medical services. Region 6 (Southwest) covers Texas except El Paso and may be reached at 1-800-611-2875. Region 7/8 (Central) covers El Paso and may be reached at 1-888-887-4111.

HEALTH AND WELLNESS CENTER (HAWC): The Health and Wellness Center offers a variety of classes to promote the health and wellness of the base population. All classes are free and conducted in the Health and Wellness Center, Bldg 832. Call 940-676-HAWC; DSN 736-HAWC for times and

registration: TOBACCO CESSATION: 4-session class to stop the use of tobacco products. CLASSES FOR STUDENTS: Test Anxiety and Study Skills STRESS MANAGEMENT: Awareness and coping skills to reduce environmental stressors. NUTRITION: L.E.A.R.N. - Designed to help individuals lose and maintain weight loss by adopting a healthy lifestyle. SUBSTANCE ABUSE: Substance abuse awareness and education.

ADDITIONAL HAWC OFFERINGS: TRI-FIT HEALTH ASSESSMENT: Comprehensive health and fitness evaluation. STRESS RELAXATION CENTER: Stress relaxation center has soothing music, bubbling waterfall, massage chairs. Active duty, retirees, family members, and DoD employees eligible. RESOURCE LIBRARY: Videos, brochures, and handouts. Internet capability on a number of health and wellness topics. CARDIOVASCULAR EXERCISE DEMONSTRATION TRAINING CENTER: Exercise physiologist on staff to provide assistance to individuals utilizing this area. Referrals can be made by your medical provider for such purposes as weight management, cardio-rehab, continued rehab from physical therapy, self-paced or monitored fitness improvement program. HAWC ORIENTATION: An hour orientation gives overview of programs and services. Learn more about Self-care and Tricare.

<b>Name:</b> Champus Office
<b>Address:</b> Bldg 1200
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-2157/2826; DSN 736-2157/2826
<b>Comments:</b> Hours: 0730 - 1630, Monday - Friday.

<b>Name:</b> Health and Wellness Center (HAWC)
<b>Address:</b> Bldg 832
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-HAWC; DSN 736-HAWC
<b>Comments:</b> Hours: 0730 - 1630, Monday - Friday.

<b>Name:</b> TRICARE
<b>Address:</b> Bldg 1200
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-851-2709
<b>Comments:</b> Hours: 0730 - 1630, Monday - Friday.

### Community Hospitals

Since only Tricare participating hospitals are listed here, please consult the yellow pages of your local telephone directory for a complete listing of hospitals in the local area.

<b>Name:</b> North Texas Rehabilitation Center
<b>Address:</b> 1005 Midwestern Parkway
<b>City:</b> Wichita Falls TX 76302, US Minor Outlying Islands 76302
<b>Phone:</b> 940-322-0771
<b>Proximity to site:</b> 9 miles

<b>Name:</b> North Texas Surgi-Center
<b>Address:</b> 917 Midwestern Parkway East
<b>City:</b> Wichita Falls, TX 76302
<b>Phone:</b> 940-767-7273
<b>Proximity to site:</b> 9 miles

<b>Name:</b> Red River Hospital
<b>Address:</b> 1505 Eighth Street
<b>City:</b> Wichita Falls, TX 76301
<b>Phone:</b> 940-322-3171
<b>Proximity to site:</b> 5 miles

<b>Name:</b> Texoma Outpatient Surgery Center
<b>Address:</b> 1712 11th Street
<b>City:</b> Wichita Falls, TX 76301
<b>Phone:</b> 940-723-2499
<b>Proximity to site:</b> 5 miles

<b>Name:</b> Wichita Falls Rehabilitation Hospital
<b>Address:</b> 3901 Armory Road
<b>City:</b> Wichita Falls, TX 76302
<b>Phone:</b> 940-720-5700
<b>Proximity to site:</b> 9 miles

### Dental Services/Directory - on Installation

The dental clinic provides care to all eligible beneficiaries. Almost all specialty care is available to active duty members. Some specialty care may be provided to non-active duty patients on a space-available basis. Normal clinic hours are 0730 - 1630, Monday - Friday. Priority of care is set by public law: 1) active duty members; 2) routine care for non-active duty patients on a space available basis. CROSS-REFERENCE: For quick reference numbers for these services, see Category AT A GLANCE.

**DENTAL EMERGENCIES:** Includes acute oral pain, swelling, bleeding and severe dysfunctions. Care is provided to relieve pain and does not include definitive procedures such as permanent fillings, denture repairs or walk-in examinations.

### Dental Services/Directory - on Installation

<i>Clinic</i>	<i>POC</i>	<i>Number</i>
After Duty Hours Dental Emergency		940-676-2333
Central Dental Appointments		940-676-1846
Dental Sick Call (Walk-in, Monday-Friday at 0730 and 1230)		940-676-1846

### Family Member Dental Plan

For more information on this subject:

United Concordia  
<http://www.ucci.com>



Some dental care may be provided to family members on a space available basis to satisfy residency training needs, but normally family members need to seek dental care from a dental facility in the local community.

<b>Name:</b> TRICARE Dental Program (TDP)
<b>POC:</b> United Concordia Companies, Inc. (UCCI)
<b>Address:</b> TDP Customer Service see comments section
<b>City:</b> see comments section, PA see c-omments section
<b>Phone:</b> See comments section
<b>E-Mail:</b> see website address
<b>WWW Link:</b> <a href="http://www.ucci.com">http://www.ucci.com</a>
<b>Comments:</b> <p>FOR THE U.S., CANADA, GUAM, PUERTO RICO AND U.S. VIRGIN ISLANDS, CONTACT: United Concordia Companies, Inc., TDP Customer Service, P.O. Box 69410, Harrisburg PA 17106-9410; 1-800-866-8499 (24 hrs Mon-Fri)</p> <p>FOR OCONUS LOCATIONS, CONTACT: United Concordia Companies, Inc., TDP OCONUS Dental Unit, P.O. Box 69418, Harrisburg PA 17106-9418; 1-888-418-0466 or 1-717-975-5017 (toll) (24 hrs Mon-Fri)</p> <p>The TRICARE Dental Program (TDP) is a voluntary dental plan available to family members of all active duty and active guard/reserve(AGR) personnel. Inquiries concerning application for premium payroll authorization, claim inquiries, and appeals will be through the dental contractor at the toll-free numbers lor website listed above. Coverage is worldwide and portable between assignments. United Concordia Companies, Inc. (UCCI) administers the TDP. Detailed TDP coverage and enrollment information can be found in the TDP benefit booklet. For more information about the TDP, contact your Health Benefits Advisor, or in overseas locations, your servicing overseas dental treatment facility or Overseas Lead Agent point of contact. Customer Service can also help sponsors, family members, installation staff and dental providers with specifics about the TDP. Information is also available at the TRICARE Office in the main hospital at 940-851-2709.</p> <p>Call 1-800-DENTIST to get a referral list for local dentists.</p>

## Housing

### Housing Overview

Personnel being assigned to Sheppard should initiate housing arrangements as early as possible. On-base housing is not immediately available for new arrivals due to extensive waiting lists in all rank categories. Members need to plan for off-base housing for at least 6 - 12 months before getting base housing. For off-base housing in Wichita Falls and the surrounding areas, the availability of homes to purchase remains good; however, costs on both rentals and sales have escalated over the past months and are not commensurate with the allowable BAH for this area. Apartment complexes are operating at a 98% occupancy rate, requiring longer leases, and are expensive. More landlords are prohibiting pets in rental units. The Sheppard Commander (82TRW/CC) advises all newly assigned personnel to make a house hunting trip, if possible, and contact the Housing Office prior to permanent arrival in the area. The base and the community are working together to meet off-base housing requirements and several new housing developments are underway, but satisfactory availability is still several years away. Unless absolutely necessary, airmen coming to introductory tech training and those other members attending tech schools at Sheppard should NOT bring their families. Single senior airmen and lower ranking airmen are required to reside in dormitories unless special permission is obtained to reside off base. Dormitory space is available so previous duty station conditions which may have allowed off-base residency do NOT apply. Storage of excess household goods is provided. CROSS-REFERENCE: For additional information see Category HOUSING, Related Subject GOVERNMENT HOUSING.

<b>Name:</b> Dorm Management
<b>Address:</b> Bldg 373
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-5772
<b>DSN Phone:</b> 736-5772

<b>Name:</b> Housing Referral Office
<b>Address:</b> Bldg 373
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-2846/5773
<b>FAX:</b> 940-676-5771
<b>DSN Phone:</b> 736-2846/5773
<b>DSN FAX:</b> 736-5771

## Housing Allowances

<b>Housing allowance information is available from the Per Diem, Travel and Transportation Allowance Committee's Web Site:</b>	
Rates and Allowances Home Page	<a href="http://www.dtic.mil/perdiem/rateinfo.html">http://www.dtic.mil/perdiem/rateinfo.html</a>
Basic Allowance for Housing	<a href="http://www.dtic.mil/perdiem/bah.html">http://www.dtic.mil/perdiem/bah.html</a>
Overseas Housing Allowance	<a href="http://www.dtic.mil/perdiem/allooha.html">http://www.dtic.mil/perdiem/allooha.html</a>

### Government Housing

This section includes information about on-base housing, including length of waiting lists. For additional information, contact the Housing Office. Sheppard AFB has 1,287 military family housing units in three separate housing areas: Capehart, Wherry and Bunker Hill. Floor plans vary from two-to-four bedrooms; all are centrally heated and air-conditioned, equipped with dishwashers, stoves, refrigerators, and garbage disposal units. Waiting times vary due to several planned and ongoing renovation projects in each of the housing areas.

**PROCEDURE FOR ADVANCED HOUSING APPLICATIONS:** Military personnel, E-1 and above with dependents, are authorized to submit an advance application for military housing at any time after they receive PCS orders. Take orders to the Housing Office at your current location, complete a DD Form 1746, Application for Assignment to Housing, and send to the Housing Office at Sheppard AFB. Your Housing Office should be able to FAX this information for you. The effective date of the application is the first day of the month PRIOR to the month you are due to arrive at Sheppard AFB. Be sure to contact your Housing Office and let them know of your need for base housing at your gaining base AS SOON AS YOU RECEIVE ORDERS.

**ENLISTED MILITARY FAMILY HOUSING:**  
SENIOR NCO housing has 68 4-bedroom units with a waiting time of 6-8 months and 88 3-bedroom units with a waiting time of 10-12 months. NCO has 194 4-bedroom units with a waiting time of 8-10 months, 307 3-bedroom units with a waiting time of 12 months, and 430 2-bedroom units with a waiting time of 3 months.

**OFFICER MILITARY FAMILY HOUSING:**  
GENERAL OFFICER has 1 4-bedroom unit. COLONEL has 19 4-bedroom units with an indefinite waiting time. FIELD GRADE has 36 4-bedroom units with a waiting time of 6-12 months. COMPANY GRADE has 40 4-bedroom units with a waiting time of 3-6 months and 104 3-bedroom units with a waiting time of 6 months.

**PERMANENT PARTY SINGLE DORM HOUSING:** It is Commander policy that all E4's and below must live on base unless granted exception. Any exceptions must be put in writing addressed to the Housing Office. Each case will be individually reviewed for final approval. E4's and E-3's are granted single rooms. E-2 and below must share a room until single rooms become available through attrition. Occupants in two adjoining rooms will share a bath. **UNACCOMPANIED OFFICERS QUARTERS (UOQ)** - There are 196 units available for student pilots participating in the ENJPT program. All other unaccompanied permanent party officers are considered only on a space-available basis. **UNACCOMPANIED ENLISTED QUARTERS (UEQ)** - There are 252 units available for unaccompanied enlisted permanent party airmen.

### Community Housing

This section gives information on the housing situation in the local community, including approximate costs for housing.

**ALL PERSONNEL MUST VISIT THE HOUSING OFFICE BEFORE BEGINNING THEIR HOUSING SEARCH.**

#### HOUSING RENTALS:

1-bedroom apartments = \$300+, 1-bedroom houses = \$350+. 2-bedroom apartments = \$350+, 2 bedroom houses = \$400+. 3-bedroom apartments = \$400+, 3-bedroom houses = \$500+. No 4-bedroom apartments, 4-bedroom houses = \$600+.

#### HOUSING PURCHASES:

2-bedroom mobile home = \$35,000+, 2-bedroom house = \$40-90,000+. 3-bedroom mobile home = \$35,000+, 3-bedroom house = 40-150,000+. 4-bedroom mobile home = 35,000+, 4 bedroom house = 50-200,000+.

<b>Name:</b> Housing Referral Office - Off Base
<b>Address:</b> Bldg 373
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-1840/5773; DSN 736-1840/5773
<b>FAX:</b> DSN 736-5771
<b>Comments:</b> Hours: 0730-1600, Monday-Friday; 0900-1630 Tuesday and Thursday. Moderately priced rental houses in the area are very limited. The availability of homes for sale is plentiful in a variety of price ranges. It is advisable to plan a house hunting trip to the Wichita Falls area prior to your actual PCS.

<b>Name:</b> Wichita Falls Board of Realtors
<b>Address:</b> 2315 9 th St.
<b>City:</b> Wichita Falls, TX 76301
<b>Phone:</b> 940-322-0739
<b>Comments:</b> Hours: 0800 - 1700, Monday - Friday.

## Utilities

It is advisable before renting or purchasing a home, to ask the utility companies for a history of the utility bills for that address. Prior to leaving your current location, ask your utility companies for a letter of good standing. Presenting this letter to utility companies at your new location MAY help in waiving deposit requirements.

<b>Name:</b> Cable
<b>POC:</b> Time Warner Cable
<b>Address:</b> 3225 Maurine St.
<b>City:</b> Wichita Falls TX 76305
<b>Phone:</b> 940-855-5700
<b>Comments:</b> Hours: 0800 - 1700, Monday - Friday. Hook-up Fee: Varies - Call for scheduled rates.

<b>Name:</b> Cable
<b>POC:</b> Heartland Wireless Television of Wichita Falls
<b>Address:</b> 4110 Callfield
<b>City:</b> Wichita Falls TX 76308
<b>Phone:</b> 940-696-2480
<b>Comments:</b> Heartland is able to service a limited area of Sheppard AFB. They can serve all the Bunker Hill housing area and some of the Wherry housing area. Capehart housing area and dorm rooms cannot be serviced. Set up costs is first months payment, no deposit required.

<b>Name:</b> Electricity
<b>POC:</b> TXU Electric
<b>Address:</b> No local office
<b>Phone:</b> 1-800-242-9113
<b>Comments:</b> Hours: 0800 - 1700, Monday - Friday. Hook-up Fee - Connect Fees Vary. Accounts opened require social security number and a valid driver's license of any state. Payment of deposit for military personnel may be waived on a case by case basis upon providing proof of good credit from a previous utility company. Additionally, payment of deposit may be prorated if necessary.

<b>Name:</b> Natural Gas
<b>POC:</b> TXU Gas
<b>Address:</b> No local office
<b>Phone:</b> 1-800-460-3035
<b>Comments:</b> Hours: 0800 - 1700, Monday - Friday. Connect Fees Vary. Military Waiver of Deposit: No deposit required unless bad credit history with TXU Gas.

<b>Name:</b> Telephone
<b>POC:</b> Southwestern Bell Telephone Company
<b>Address:</b> No local office
<b>Phone:</b> 1-800-464-7928
<b>Comments:</b> Hours: 0800 - 1700, Monday - Friday. Installation Fee: \$40 - \$50. If good previous telephone standing within last year, deposit may be waived.

<b>Name:</b> Water/Sewage
<b>POC:</b> City of Wichita Falls - Public Utilities Dept
<b>Address:</b> 1300 7th St.
<b>City:</b> Wichita Falls TX 76301
<b>Phone:</b> 940-761-7414
<b>Comments:</b> Hours: 0800 - 1700, Monday - Friday. No military waiver of deposit.

## Relocation Services

### Relocation Services Overview

For more information on this subject:  
AF Crossroads Spouse Forum  
<http://www.afcrossroads.com>

The Air Force developed the Relocation Assistance Program to help families with issues related to a PCS move. This section addresses some of those issues including shipment of household goods, financial preparedness, intransit emergencies and pet issues.

When you receive your assignment, your gaining base will assign a sponsor to you. Your sponsor should personally contact you by phone and/or letter, help you in getting specific information about the base, acquiring temporary living quarters or a dorm room, getting information on off-base housing, etc. If you do not receive a sponsor within 4 weeks of PCSing, contact the INTRO Office in the Military Personnel Flight at Sheppard AFB, or contact your gaining squadron directly and speak to the Squadron Intro Monitor, so they can assist you in getting a sponsor. You have a responsibility to your sponsor to keep in touch and provide them with the information they need to help make your transition a smooth one. CROSS-REFERENCE: See Category INSTALLATION, Subject COMMONLY REFERENCED NUMBERS.

You may borrow essential household items from the Relocation Services Loan Room, located in Bldg 796 on Avenue I. Phone: 940-676-2300; DSN 736-2300. Hours of operation: Monday - Friday, 0800 - 1630. Items to loan include, dish packs, irons and ironing boards, cribs, fouton mattresses, carseats, toasters, mixers and more. Items may be checked out for 30-day increments. A copy of orders is required. CROSS-REFERENCE: For addition information, see Category INSTALLATION, Related Subject MUST KNOW ITEMS. CROSS-REFERENCE: For information on shipment of household goods through Transportation Management Office, see Category RELOCATION SERVICES, Related Subject HOUSEHOLD GOODS INBOUND/OUTBOUND SHIPMENT, HOUSEHOLD GOODS CLAIMS, HOUSEHOLD GOODS WEIGHTS AND ALLOWANCES.

## Relocation Assistance

For more information on this subject:  
Sheppard's Relocation Van  
<http://www.sheppard.af.mil/fsc/movingvan.html>

The Relocation Assistance Program offers individual relocation assessment, counseling and referral. We operate computer-based information (SITES) for all military installations and trip planning using Automap (a computer road atlas providing simple-to-read, detailed driving routes). A resource library of information packets and videos from bases worldwide is maintained and available for 48-hour checkout. A Smooth Move Workshop is conducted on the 2nd Tuesday each month at the Family Support Center (call 940 676-4358 for registration).

**KIDS TALKING TO KIDS:** Are you relocating to Sheppard AFB, Texas? Would you like to get to know someone your own age prior to your arrival? Then, answer these questions on a separate sheet of paper and mail it to the address at the bottom. We will pass on your request for a pen pal to someone your age who will begin corresponding with you.

1. YOUR NAME, 2. YOUR AGE, 3. MALE/FEMALE, 4. YOUR ADDRESS, 5. YOUR PHONE NUMBER, 6. YOUR GRADE IN SCHOOL, 7. YOUR HOBBIES, 8. YOUR FAVORITE SPORT, 9. YOUR FAVORITE MUSIC.

MAIL TO: YOUTH CENTER, 82 SVS/SVYY, 118 I AVENUE, SHEPPARD AFB TX 76311-3046

**CHILD CARE FOR PCS:** For those PCSing to or from Sheppard AFB, the Air Force Aid Society (AFAS) sponsors the Child Care for PCS Program. Air Force members can request 20 hours of child care up to 60 days after arriving at Sheppard, or 60 days before PCSing from Sheppard to their new base. The child care is done by Family Home Day Care Providers on base and AFAS pays the bill! Interested persons should bring a copy of their orders to the Family Support Center to receive a certificate for the child care.

<b>Name:</b> Relocation Assistance Program
<b>POC:</b> Relocation Manager
<b>Address:</b> Bldg 796 - Family Support Center
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4358; DSN 736-4358
<b>FAX:</b> DSN 736-2862

## In Transit Emergencies

No matter how well you plan, emergencies do happen. This section discusses what you should do if you have an emergency while traveling.

Carry important documents with you, not packed with your household goods. Include the SITES booklet, order, passports, medical records, birth certificates, marriage certificates, divorce decrees, insurance papers, powers-of-attorney, etc. **FINANCIAL EMERGENCIES:** If a financial emergency occurs while you are traveling you have several options: 1) If you are near an active duty military installation of any branch of service (Army, Air Force, Navy), contact that installation's emergency relief office (Army Emergency Relief, Air Force Aid Society, Navy Relief Society) for

assistance. You will need your ID card and a copy of your PCS orders. That office will advise you as to what other documentation you might need. 2) If you are not near a military installation, contact the nearest chapter of the American Red Cross. They can provide financial assistance directly, or contact Air Force Aid Society Headquarters for assistance.

<b>Name:</b> Air Force Aid Society
<b>POC:</b> Air Force Aid Officer
<b>Address:</b> Bldg 796 - Family Support Center
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4358; DSN 736-4358
<b>FAX:</b> DSN 736-2862

<b>Name:</b> American Red Cross
<b>POC:</b> Case Worker
<b>Address:</b> Bldg 796 Family Support Center
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-2308; DSN 736-2308

## Financial Preparedness

This section discusses the financial aspects of making the PCS move, including ways to prepare financially for the move.

<b>Name:</b> Air Force Aid Society (AFAS)
<b>POC:</b> Air Force Aid Society Officer
<b>Address:</b> Bldg 796 - Family Support Center
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4358; DSN 736-4358
<b>FAX:</b> DSN 736-2862
<b>Comments:</b> Hours: 0730-1630, Monday-Friday. AFAS is the official lending organization of the Air Force, providing loans for emergency financial needs. Typical types of assistance offered are loans for emergency leave, rent, food, utilities and car repair. AFAS loans are interest-free.

<b>Name:</b> American Red Cross
<b>POC:</b> Case Worker
<b>Address:</b> Bldg 796 Family Support Center
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-2308; DSN 736-2308
<b>Comments:</b> Hours: 0730-1630, Monday-Friday. The American Red Cross assists with emergency notification, verifications of emergencies and financial assistance.

<b>Name:</b> Financial Services Office
<b>Address:</b> Bldg 402 - 1st floor
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> Customer Service - 940-676-1851; DSN 736-1851; 940-676-2907; DSN 736-2907
<b>FAX:</b> 940-676-4882; DSN 736-4882
<b>Comments:</b> Hours: 0800 - 1630, Monday, Tuesday, Thursday, Friday. 0830 - 1630, Wednesday. As soon as you report for duty, your squadron orderly room should schedule your appointment with the MPF (Military Personnel Flight) for inprocessing. Bring six copies of your orders and a copy of your travel advance if you took one. A maximum of 10 days of Temporary Lodging Expense (TLE) is payable for Conus to Conus or Overseas to Conus and a maximum of 5 days is payable for Conus to Overseas. If you need to stay in a hotel, obtain a non-availability statement from the billeting office. Keep all lodging receipts.  ADVANCE PAY: When you make a PCS move, you can take an advance of pay to meet extraordinary expenses related to the move. You can get from one to three months of your base pay less deduction for taxes and other government debts. PCS advances are not used to provide funds for investments, vacations, or the purchase of consumer goods not the direct result of expense of the PCS move. Normal repayment is 12 months or 24 months if you show a financial need and get your Commander's approval. All E-3's and below need the Commander's approval prior to payment; officers and NCOs need the Commander's approval on advances of more than one month or repayments of more than 12 months. IT IS ADVISED YOU DO NOT TAKE ADVANCE PAY UNLESS IT IS ABSOLUTELY NECESSARY. REMEMBER, WHEN YOU TAKE ADVANCE PAY, YOU ARE SPENDING MONEY YOU HAVEN'T EVEN EARNED YET.  GOVERNMENT TRAVEL CHARGE CARD: Authorized for official travel, including making your PCS move. Remember that it is authorized only for expenses related to the move, including gas, food and lodging. Payment is due upon receipt of the bill. Copies of the charges are forwarded to your Agency Program Coordinator (APC). For clarification of what types of purchases are authorized, talk to your APC.

<b>Name:</b> Personal Financial Management Program (PFMP)
<b>POC:</b> PFMP Manager
<b>Address:</b> Bldg 796 - Family Support Center
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4358; DSN 736-4358
<b>FAX:</b> DSN 736-2862
<b>Comments:</b> Hours: 0730-1630, Monday-Friday. When making a PCS move, make an appointment to meet with the financial counselor to discuss expenses of moving and how much money you will need on hand upon arrival. A good rule of thumb is to try to have first and last month's rent and security deposit available. PFMP offers a full range of budget and debt counseling and conducts monthly financial workshops. CROSS-REFERENCE: For information on costs of setting up household, see Category HOUSING, Related Subject COMMUNITY HOUSING.

### Exceptional Family Member Program (EFMP)

The Exceptional Family Member Program (EFMP) is now called the Special Needs Identification and Assignment Coordination Process. This program identifies active duty service members with family members who have a special medical and/or educational need. It helps those families to obtain information on required services, and ensures they have access to necessary services if reassigned. Personnel arriving with an exceptional family member should contact the Family Advocacy office upon arrival. The office is located in the Sheppard hospital. Appointments are required. At your initial appointment you will be offered supportive counseling and given referrals when needed. CROSS-REFERENCE: For additional information, see Category EDUCATION, Related Subject SPECIAL EDUCATION and Category SUPPORT SERVICES.

<b>Name:</b> Exceptional Family Member Program (EFMP)
<b>POC:</b> EFMP Officer
<b>Address:</b> Bldg 1200
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-2271; DSN 736-2271
<b>FAX:</b> DSN 736-6887
<b>WWW Link:</b> <a href="http://www.airforcefap.org/home.asp">http://www.airforcefap.org/home.asp</a>
<b>Comments:</b> Note: The Exceptional Family Member Program (EFMP) is now referred to as the Special Needs Identification and Assignment Coordination Process. Hours: 0730 - 1630, Monday - Friday.

### Household Goods In-Bound Shipments

It is important to contact the Traffic Management Office as soon as you arrive at your new base. This office provides information on who to contact about your in-bound household goods shipments, including information on delivery dates, storage, etc. Call ahead to find out what type of documentation is required.

<b>Name:</b> Quality Assurance Section
<b>Address:</b> Bldg 402, Room 123
<b>City:</b> Sheppard AFB, TX 76311-2934
<b>Phone:</b> 940-676-2673; DSN 736-2673
<b>Comments:</b> Once you have set up for delivery or pickup of your property, any questions about your move can best be handled by our QA Section. This section is able to provide you with your carrier/agent information, claims information, questions pertaining to inventories, conditions codes, or any other carrier-related question. They also provide on-site inspections. HOURS: 0730-1630 Monday-Friday. After hours, contact the Command Post 676-2616, and ask for the TMO standby person. Someone will contact you regarding your emergency.

<b>Name:</b> Traffic Management Office
<b>POC:</b> NCOIC Inbound
<b>Address:</b> Bldg 402
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-2701; DSN 736-2701
<b>Comments:</b> Hours: 0800-1700, Monday - Friday.

### Household Goods Out-Bound Shipments

Schedule an appointment for a briefing with the Traffic Management Office as soon as you know

where you are going. You do NOT need orders to schedule this appointment. In general, you should know the following information when you arrive at your appointment: 1) pickup address, to include county and zip code where property is located; 2) name and phone number of person other than yourself who can release your property in the event that you are unable to do so; 3) date you desire the property to be picked up; 4) estimated weight of property you want shipped. Be sure to get a copy of TMO's "It's Your Move" handbook to assist in preparation of household goods shipment. For questions concerning your entitlements or weight allowances, contact TMO customer service at 940-676-5499; DSN 736-5499. Contact the Family Support Center at your current base for information on moving workshops.

<b>Name:</b> Do-It-Yourself Moves (DITY)
<b>POC:</b> Traffic Management Office
<b>Address:</b> 426 5th Ave, Ste 10 (Bldg 402)
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-5499; DSN 736-5499
<b>Comments:</b> Hours: 0800-1700, Monday - Friday.

<b>Name:</b> Traffic Management Office
<b>POC:</b> NCOIC Outbound
<b>Address:</b> 426 5th Ave, Ste 10 (Bldg 402)
<b>City:</b> Sheppard AFB TX 76311, TX 76311
<b>Phone:</b> 940-676-5294; DSN 736-5294
<b>Comments:</b> Hours: 0800-1700, Monday - Friday.

## Household Goods Claims

The following tips will help ensure that if any of your property is lost or damaged in shipment, you can file a well-documented claim: The inventory is the most crucial step in the process. Make sure that the packers write adequate descriptions of the contents of the boxes, and make sure they accurately describe your property. If you disagree with the packers

description, write your exceptions at the bottom of each page on each inventory list in the remarks section of inventory. Make your own inventory prior to the packers coming in. If you discover loss or damage upon delivery, you are required to list the item, as well as the problem on the DD Form 1840, "Joint Statement of Loss or Damage at Delivery". The carrier should provide you with this form at time of delivery. Any additional loss or damage not annotated on the DD 1840, should be listed on the reverse side, the DD Form 1840-R, "Notice of Loss or Damage". If you have numerous items to annotate, obtain additional DD Forms 1840-R from your claims office. You have 70 calendar days from the delivery of your shipment to turn this form into the Claims Office. Claimants should attend a claims briefing in order to obtain current information and base policies for filing claims, as well as the necessary forms. Briefings are provided on an individual basis during normal duty hours. The information given above is very basic. If you have questions or require additional information, contact the Claims Office at 940-676-2446/1658/2447; DSN 736-2446/1648/2447. CROSS-REFERENCE: For additional information on claims, see Category RELOCATION SERVICES, Related Subject POV CLAIMS.

<b>Name:</b> Claims Office
<b>Address:</b> Bldg 334
<b>City:</b> Sheppard AFB, TX 76311-2628
<b>Phone:</b> 940-676-2446/1658/2447; DSN 736-2446/1658/2447
<b>Comments:</b> Hours: 0730-1630, Monday-Friday. Claims accepted Monday-Thursday, 0800-1530. DD Forms 1840 are accepted any time during duty hours.

## Household Goods Weight Allowances

For further information on household goods weight allowance, contact the Traffic Management Office, 940-676-2701; DSN 736-2701.

### Household Goods Weight Allowances

<i>Grade</i>	<i>Allowance w/Dependents</i>	<i>Allowance wo/Dependents</i>
E1	5,000	1,500
E2	5,000	1,500
E3	5,000	2,000
E4	8,000	7,000
E5	9,000	7,000
E6	11,000	8,000
E7	12,500	10,500
E8	13,500	11,000
E9	14,500	12,000
W-1	12,000	10,000
W-2	13,500	12,500
W-3	14,500	13,000
W-4	17,000	14,000
O-1	12,000	10,000
O-2	13,500	12,500
O-3	14,500	13,000
O-4	17,000	14,000
O-5	17,500	16,000
O-6+	18,000	18,000

### POV In-Bound Shipments

If you are relocating to Sheppard AFB from overseas and are shipping your POV, contact your local Traffic Management Office for an entitlements briefing. Your Traffic Management Office also has a handout entitled "Shipping Your POV" which contains complete addresses and directions to POV shipping points.

<b>Name:</b> Atlanta, GA Vehicle Processing Center
<b>Address:</b> 2579 Campbell Blvd
<b>City:</b> Ellenwood, GA 30049
<b>Phone:</b> 1-800-965-9155; 404-363-4449
<b>FAX:</b> 404-363-1858
<b>Comments:</b> Hours: 0800-1700, Monday-Friday.

<b>Name:</b> Baltimore, MD Vehicle Processing Center
<b>Address:</b> 2501 Broening Highway
<b>City:</b> Baltimore, MD 21224
<b>Phone:</b> 1-800-631-5751; 410-631-5751
<b>FAX:</b> 410-631-5756
<b>Comments:</b> Hours: 0800-1700, Monday-Friday.

<b>Name:</b> Charleston, SC Vehicle Processing Center
<b>Address:</b> 1599 Oceanic Street
<b>City:</b> Charleston, SC 29405
<b>Phone:</b> 1-800-747-9223; 843-805-6667
<b>FAX:</b> 843-805-6671
<b>Comments:</b> Hours: 0800-1700, Monday-Friday

<b>Name:</b> Dallas, TX Vehicle Processing Center
<b>Address:</b> 617 East Main Street
<b>City:</b> Lewisville, TX 75067
<b>Phone:</b> 1-800-438-2046; 972-436-8864
<b>FAX:</b> 972-436-9043
<b>Comments:</b> Hours: 0800-1700, Monday-Friday.

<b>Name:</b> Los Angeles, CA Vehicle Processing Center
<b>Address:</b> 23803 S. Wilmington Ave.
<b>City:</b> Carson, CA 90745
<b>Phone:</b> 1-800-887-3344; 310-549-8277
<b>FAX:</b> 310-549-7438
<b>Comments:</b> Hours: 0800-1700, Monday-Friday.

<b>Name:</b> Metro NY/NJ Vehicle Processing Center
<b>Address:</b> 301 Supor Blvd
<b>City:</b> Harrison, NJ 07029
<b>Phone:</b> 1-877-269-3702; 973-485-8164
<b>FAX:</b> 973-485-6925
<b>Comments:</b> Hours: 0800-1700, Monday-Friday.



<b>Name:</b> New Orleans, LA Vehicle Processing Center
<b>Address:</b> 5481 Crowder Blvd
<b>City:</b> New Orleans, LA
<b>Phone:</b> 1-800-721-9632; 504-246-2102/0770
<b>FAX:</b> 504-246-2111
<b>Comments:</b> Hours: 0800-1700, Monday-Friday.

<b>Name:</b> Norfolk, VA Vehicle Processing Center
<b>Address:</b> 3015 Airline Blvd
<b>City:</b> Portsmouth, VA 23701
<b>Phone:</b> 1-800-810-7480; 757-465-4127
<b>FAX:</b> 757-465-3970
<b>Comments:</b> Hours: 0800-1700 Monday-Friday.

<b>Name:</b> Oakland, CA Vehicle Processing Center
<b>Address:</b> 1301 Canal Street
<b>City:</b> Richmond, CA 94804
<b>Phone:</b> 1-800-704-2444; 510-231-6831
<b>FAX:</b> 510-237-4046
<b>Comments:</b> Hours: 0800-1700, Monday-Friday.

<b>Name:</b> Orlando, FL Vehicle Processing Center
<b>Address:</b> 2255 North Orange Blossom Trail
<b>City:</b> Orlando, FL 32804
<b>Phone:</b> 1-800-758-5998; 407-648-3677
<b>FAX:</b> 407-648-3650
<b>Comments:</b> Hours: 0800-1700, Monday-Friday.

<b>Name:</b> Seattle, WA Vehicle Processing Center
<b>Address:</b> 2302 Ross Way
<b>City:</b> Tacoma, WA 98402
<b>Phone:</b> 1-800-597-1833; 253-272-1712
<b>FAX:</b> 253-272-2375
<b>Comments:</b> Hours: 0800-1700, Monday-Friday.

<b>Name:</b> St. Louis, MO Vehicle Processing Center
<b>Address:</b> 4236 Crescent Drive
<b>City:</b> Pontoon Beach, IL
<b>Phone:</b> 1-800-275-3706; 618-931-2888
<b>FAX:</b> 618-931-2892
<b>Comments:</b> Hours: 0800-1700, Monday-Friday.

## POV Out-Bound Shipments

Cross-Reference: See Category RELOCATION SERVICES, Related Subject POV IN-BOUND SHIPMENTS for complete listing.

## POV Claims

Upon arrival, contact the Claims Office for information about making claims for damage to your POV. Claimants should attend a claims briefing in order to obtain current information and base policies for filing claims, as well as the necessary forms. Briefings are provided on an individual basis during normal duty hours. The information given above is very basic. If you have questions or require additional information, contact the Claims Office at 940-2446/2658/2447; DSN 736-2446/1658/2447. CROSS-REFERENCE: For additional information on claims, see Category RELOCATION SERVICES, Related Subject HOUSEHOLD GOODS CLAIMS.

## Pet Boarding/Kennels

It is a good idea to make advanced reservations at a local kennel for pets as soon as you know your arrival date. There are no kennels on base and pets are NOT allowed in billeting. Check the yellow pages of the local phone book under "KENNELS" for a listing of kennels in the local area.

## Pet Licensing

Licensing of pets can be accomplished at any of the many veterinary offices in the local area. Refer to the Yellow Pages of the local telephone book under "VETERINARIANS or VETERINARY HOSPITALS".

<b>Name:</b> Humane Society Animal Shelter
<b>Address:</b> 4360 Iowa Park Rd.
<b>City:</b> Wichita Falls TX 76305
<b>Phone:</b> 940-855-4941
<b>Comments:</b> Hours: 0800 - 1700, Monday - Friday. Along with licensing, the Humane Society also offers a low-cost spaying and neutering clinic, and pet adoptions.

## Pet Quarantines

There is no quarantine for pets arriving from overseas locations if the pet owner has: 1) stated that the pet has no diseases; 2) a statement from a veterinarian that the pet has no diseases; 3) current rabies tag.

## Veterinary Services

Texas requires annual rabies vaccinations, which may be obtained at the base Veterinary Treatment Facility. Military members with pets housed on-base must register the pet with the Veterinary office within one week of arrival. To register pets, current inoculation certificates are required. Animals are seen on

Tuesday and Thursday by appointment only for vaccinations, heartworm testing, fecal examinations and minor health care. Please call on Monday, Wednesday or Friday for information or to make an appointment, 940-676-6883, DSN 736-6883.

**COMMUNITY VETERINARIANS/ANIMAL HOSPITALS:** For new civilian employees, there are many veterinarians and animal hospitals in the surrounding area. Please consult with your sponsor or review the local Yellow Pages under **VETERINARIANS** or **VETERINARY HOSPITALS**.

<b>Name:</b> Site Veterinarian
<b>Address:</b> Bldg 61, 920 B Ave, Suite 2
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-6883
<b>DSN Phone:</b> 736-6883
<b>Comments:</b> Office Hours: Monday-Friday 0800 - 1530. Clinic Hours: Tuesday and Thursday, 0830-1430. The Vet Clinic is closed the last working day of each month for inventory. Vaccinations, pet products, registration for base housing.

## Pet Transportation

This section includes important information on shipping pets. Always check with the Traffic Management Office or the airline for more information on shipping pets by air, overseas, etc. Most airlines will not ship pets during the summer months due to the heat.

Plan for your pet's travel the same way you plan for yours--in advance. **PET HEALTH:** Your pet's well-being should be of primary importance. They will be subjected to stress during the moving process. A clean bill of health is the first step. Most states and countries require health certificates and disease inoculations documentation prior to letting your pet in. You may want to ask your veterinarian for motion sickness medication and/or mild sedative to help make the move easier for your pet. Never give your pet medication without your vet's approval. Consider the temperatures your pet will have to be in while moving. Never leave a pet inside a locked car with the windows rolled up. Temperatures can rise very rapidly in a closed vehicle, and pets can be killed in a very short period of time. Discuss with your veterinarian the mode of transportation your pet will undergo (car, air, etc.) for recommendations. **IDENTIFICATION:** Avoid the potential loss of your pet by purchasing a comfortable collar with complete

identification tags with the following information: pet's name, your name, address and phone number, veterinarian's name and phone number. **CARRIERS:** When traveling by air, specific types of carriers must be used. Contact your local Traffic Management Office (TMO) for the type of carrier you will need. Your pet must have sufficient room to stand and be able to use normal movements in a natural position. Contact TMO for specifics of the type of carrier you will need for your pet. Airlines are a good place to purchase carriers that meet all requirements. **MISCELLANEOUS:** Put shredded newspaper in the bottom of your carrier for your pet's comfort. Include a container of water attached to the inside of the carrier. Carrier must be clearly marked "LIVE ANIMAL" and "THIS END UP". Include a favorite blanket or toy so your pet will be more comfortable. **HOUSING:** If you plan to stay in a motel, call ahead to make sure they take pets. Contact the Relocation Assistance Program for listings of motels that take pets. If you plan to board your pet at your destination point, make reservations ahead of time. **PETS TRAVELING BY AIR:** Federal guidelines must be met before an airline can board an animal. Check with your airline for specifics on transporting pets. **PETS TRAVELING BY CAR:** Unless your pet is already accustomed to being in an automobile, take the time to acclimate them to the motion and sounds of your car by taking short drives prior to leaving. Contact your veterinarian prior to departure about getting motion sickness medication for your pet. A pet carrier may make your trip easier. Include your pet's favorite blanket or toy. Bring plenty of food and water for your pet, but you may want to feed them somewhat less than usual during the trip to prevent sickness. If traveling with a cat, bring a litter pan; if traveling with a dog, plan on frequent stops so the dog can exercise and relieve itself. **NEVER LEAVE YOUR PET ALONE IN A PARKED CAR.** Temperatures can soar to 120 degrees in a parked car, killing an animal very quickly. Check your pet frequently.

## PCS Reporting Procedures

**CROSS-REFERENCE:** For directions to the base from the airport, bus terminal or highways, see Category **INSTALLATION**, Related Subject **MUST KNOW ITEMS**. **CROSS-REFERENCE:** For information on Base Newcomer's Orientation, see Category **INSTALLATION**, Related Subject **MUST KNOW ITEMS**.

<b>Name:</b> Inprocessing
<b>POC:</b> INTRO Office
<b>Address:</b> Bldg 402
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-2225/4633; DSN 736-2225/4633
<b>Comments:</b> Hours: 0730 - 1630, Monday - Friday. CROSS-REFERENCE: For inprocessing procedures, see Category INSTALLATION, Related Subject MUST KNOW ITEMS.

## Separation Procedures

When separating/retiring from the Air Force, you must contact the Separation Workcenter. You must also make an appointment with the Transition Assistance Manager at the Family Support Center.

<b>Name:</b> Separation/Retirement Section
<b>Address:</b> Bldg 402
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> Separation 940-676-2840, DSN 736-2840; Retirement 940-676-2328; DSN 736-2328
<b>Comments:</b> Hours: 0800-1630, Monday-Friday.

<b>Name:</b> Transition Assistance Program (TAP)
<b>POC:</b> Transition Assistance Manager
<b>Address:</b> Bldg 796 - Family Support Center
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4358; DSN 736-4358
<b>FAX:</b> DSN 736-2862
<b>Comments:</b> Hours: 0730-1630, Monday-Friday. TAP can assist you in finding civilian employment when you separate or retire from the Air Force.

## Billeting

When you know the date of your arrival, make reservations for lodging. Lodging DOES NOT allow pets. CROSS-REFERENCE: For directions to the base from the airport, bus terminal or highways, see Category INSTALLATION, Related Subject MUST KNOW ITEMS. CROSS-REFERENCE: For specific information on making reservations, etc., in lodging, see Category INSTALLATION, Related Subject MUST KNOW ITEMS.

<b>Name:</b> Lodging Office (Sheppard Inn)
<b>Address:</b> 400 J Avenue (Bldg 1600)
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-1844/2970; DSN 736-1844
<b>Comments:</b> For lodging reservations, call toll free 1-888-AF-LODGE. Switchboard: 940-855-1844/7370. Hours: 24 hours a day. No camping facilities on site.

## Unaccompanied PCS

Cross-Reference: See Category RELOCATION SERVICES, Related Subject BILLETING.

## Support Services

### Support Services Overview

This section provides an overview of support services offered on Sheppard AFB. For further information, contact the agency listed or the Information and Referral Program at the Family Support Center. Sheppard AFB offers a wide range of support services. Programs are operated by the Family Support Center, Family Advocacy Clinic, American Red Cross, Social Actions and Chapel Services. All services are available to single members, married members and their families. CROSS-REFERENCE: For information on financial emergencies, see Category RELOCATION SERVICES, Related Subject INTRANSIT EMERGENCIES and Category SUPPORT SERVICES, Related Subject FINANCIAL ASSISTANCE PROGRAMS.

### Family Centers

For more information on this subject:  
Family Support Center  
<http://www.sheppard.af.mil>

"Support" is our middle name! When you need assistance, contact the Family Support Center. The dedicated staff will provide you with the information and assistance necessary for you and your family to maintain a sound quality of life while at Sheppard AFB.

<b>Name:</b> Air Force Aid Society (AFAS)
<b>POC:</b> AFAS Officer
<b>Address:</b> Bldg 796, Family Support Center
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4358; DSN 736-4358
<b>FAX:</b> DSN 736-2862
<b>Comments:</b> The Air Force Aid Society is the official lending organization of the Air Force, offering no interest loans for emergency financial situations.

<b>Name:</b> Airman's Attic
<b>Address:</b> Bldg 962
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-0048; DSN 736-0048
<b>Comments:</b> Hours: Normal hours of operation are Monday, Tuesday, Thursday, Friday: 1000-1400; Wednesday: 1200-1600. All Ranks Days are held bi-monthly on a Saturday. Please check the base newspaper for dates and times. The Airman's Attic has a good supply of baby items, infant and children's clothing, maternity clothing, uniform items, and household goods. These items have all been donated and are given free to E-5 and below. The Airman's Attic is operated by volunteers -- if you are interested in becoming a volunteer, contact the Volunteer Resource Program Manager at the Family Support Center; 940-676-4358; DSN 736-4358.

<b>Name:</b> Career Focus Program (CFP)
<b>POC:</b> Career Focus Manager
<b>Address:</b> Bldg 796, Family Support Center
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4358; DSN 736-4358
<b>FAX:</b> DSN 736-2862
<b>Comments:</b> Assistance in locating employment for family members. Workshops are held monthly on Resume Writing, Job Interviews, and Application Preparation.

<b>Name:</b> Family Life and Education Skills
<b>POC:</b> Manager
<b>Address:</b> Bldg 796, Family Support Center
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4358; DSN 736-4358
<b>FAX:</b> DSN 736-2862
<b>Comments:</b> Offers a variety of workshops designed to help single and married Air Force members and their families enhance personal growth and family life skills.

<b>Name:</b> Family Readiness Program
<b>POC:</b> Readiness NCO
<b>Address:</b> Bldg 796 (Family Support Center)
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4358; DSN 736-4358
<b>DSN FAX:</b> 736-2862
<b>Comments:</b> The Family Readiness Program assists family members who remain in the area when the military member goes TDY, is deployed, or goes on a remote assignment. Aspects of the program include a Hearts Apart Support Group, morale phone and videophone calls, monthly newsletters, and more.

<b>Name:</b> Family Support Center
<b>POC:</b> Director or Superintendent
<b>Address:</b> Bldg 796 on Ave I
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4358/4257; DSN 736-4358/4257
<b>FAX:</b> DSN 736-2862
<b>Comments:</b> Hours: 0730 - 1630, Monday - Friday. The Family Support Center offers a wide range of services. It is a one-stop processing point for personnel and families needing assistance. Listed below are programs and services that the Family Support Center provides. The Family Support Center operates a Food Pantry which may be utilized in times of financial need.

<b>Name:</b> Information and Referral (I & R)
<b>POC:</b> Information and Referral Manager
<b>Address:</b> Bldg 796, Family Support Center
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4257/4358; DSN 736-4257/4358
<b>FAX:</b> DSN 736-2862
<b>Comments:</b> Linking individuals and families with the right resource to meet their specific needs.

<b>Name:</b> Personal Financial Management Program (PFMP)
<b>POC:</b> PFMP Manager
<b>Address:</b> Bldg 796, Family Support Center
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4358; DSN 736-4358
<b>FAX:</b> DSN 736-2862
<b>Comments:</b> The financial counselor can help you resolve problems with creditors, work up your budget and assist with checkbook maintenance. Workshops are offered monthly on financial matters.

<b>Name:</b> Relocation Assistance Program (RAP)
<b>POC:</b> Relocation Assistance Manager
<b>Address:</b> Bldg 796, Family Support Center
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4358; DSN 736-4358
<b>FAX:</b> DSN 736-2862
<b>Comments:</b> The Relocation Program offers individual relocation assessment, counseling and referral. Operates a computer based information system (SITES) for other military installations and trip planning using Automap (a computer road atlas providing simple-to-read, detailed driving routes). A resource library of information packets and videos from bases worldwide is maintained and available for 48-hour checkout. A moving workshop called Smooth Move is held the second Tuesday of the month.

<b>Name:</b> Relocation Services Loan Room
<b>Address:</b> Bldg 796 (Family Support Center)
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-2300; DSN 736-2300
<b>Comments:</b> Hours: Monday - Friday, 0800 - 1630. Borrow dish packs, irons, ironing boards, cribs, fouton mattresses, etc., from the Relocation Services Loan Room. Items may be checked out for 30 days, and extensions may be granted. A copy of orders is required.

<b>Name:</b> Transition Assistance Program (TAP)
<b>POC:</b> Transition Assistance Manager
<b>Address:</b> Bldg 796, Family Support Center
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4358; DSN 736-4358
<b>FAX:</b> DSN 736-2862.
<b>Comments:</b> A full service program offering guidance and counseling in the areas of career planning. The program offers a 3-day workshop held monthly in the Family Support Center. Featured speakers include the Veterans Administration Office, Education Office, Texas Workforce Commission, and numerous others who play a vital role in planning for retirement.

<b>Name:</b> Volunteer Resource Program (VRP)
<b>POC:</b> Volunteer Resource Manager
<b>Address:</b> Bldg 796, Family Support Center
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4358; DSN 736-4358
<b>FAX:</b> DSN 736-2862
<b>Comments:</b> The Volunteer Resource Program assists in the recruitment and referral of volunteers to various Sheppard and off-base agencies.

## Information and Referral

The Information and Referral Manager at the Family Support Center maintains resources on all support agencies in the local area. CROSS-REFERENCE: See Category FAMILY CENTERS, Information and Referral Program.

<b>Name:</b> American Red Cross
<b>POC:</b> Case Worker
<b>Address:</b> Bldg 796 Family Support Center
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-2308; DSN 736-2308
<b>Comments:</b> Hours: 0730 - 1630, Monday - Friday. Red Cross is available to assist for "immediate" family emergencies and for notification of next of kin.

<b>Name:</b> Family Advocacy Program
<b>Address:</b> Bldg 1200
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-2271; DSN 736-2271
<b>Comments:</b> Hours: 0730 - 1630, Monday - Friday. The clinic receives reports of alleged maltreatment, investigates circumstances and determines if maltreatment is suspected, unsubstantiated or substantiated.

## Financial Assistance Programs

CROSS-REFERENCE: For information on financial emergencies, see Category RELOCATION SERVICES, Related Subject IN-TRANSIT EMERGENCIES. CROSS-REFERENCE: See Category FAMILY CENTERS, Personal Financial Management Program.

## Emergency Assistance

CROSS-REFERENCE: For information, see Category SUPPORT SERVICES, Related Subject FINANCIAL ASSISTANCE PROGRAMS and

Category RELOCATION SERVICES, Related Subject INTRANSIT EMERGENCIES. The Family Support Center operates a food pantry for military members and their families who experience a temporary need for food. If you have an emergency that requires you to go on leave, check with your first sergeant for emergency leave procedures.

<b>Name:</b> Air Force Aid Society (AFAS)
<b>POC:</b> AFAS Officer
<b>Address:</b> Bldg 796
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4358; DSN 736-4358
<b>FAX:</b> 940-676-2862; DSN 736-2862
<b>Comments:</b> The official lending organization of the Air Force, providing no-interest loans for emergency financial situations.

<b>Name:</b> American Red Cross
<b>POC:</b> Case Worker
<b>Address:</b> Bldg 796 Family Support Center
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-1855; DSN 736-1855
<b>Comments:</b> The American Red Cross provides assistance in emergency situations, including notification of next-of-kin.

## Family Advocacy

The Family Advocacy Program consists of five components:

**OUTREACH PROGRAM:** The Family Advocacy Outreach Manager implements primary and secondary prevention services, including Anger Management classes, Boystown Common Sense Parenting classes and a resource library.

**NEW PARENTS SUPPORT PROGRAM:** Designed to provide education, support and information to first time parents. Services are provided from conception through three years. Services are also provided to families with unique circumstances, such as blended families, teen parenting and medically complicated pregnancies.

**SPECIAL NEEDS IDENTIFICATION AND ASSIGNMENT COORDINATION PROCESS:**

(Formerly known as the Exceptional Family Member Program (EFMP))

**MISSION:** The Special Needs Identification and Assignment Coordination Process promotes readiness by the identification of family members with special

medical and/or educational needs. It ensures the availability of necessary services, to address the special needs of family members, thereby maintaining active duty world-wide sustainability.

**PURPOSE:** The Special Needs Identification and Assignment Coordination Process identifies active duty service members with family members with special medical and/or educational needs, helps those families to obtain information on required services, and ensures they have access to necessary services if reassigned. The process also assists the Military Personnel Flight (MPF) in updating the Assignment Limitation "Code Q" that is assigned to the sponsor for the purpose of ensuring service availability upon Permanent Change of Station (PCS). Therefore, special needs identification is mandatory for active duty sponsors whose family members meet identification criteria established by the Department of Defense (DOD).

**FAMILY ADVOCACY STRENGTH-BASED THERAPY (FAST):** FAST services are voluntary counseling services available to families that are at risk for family violence. FAST services to eligible families will include: psychosocial assessments; intervention plans developed in collaboration with the family members; information and referral services; crisis intervention; and brief solution-focused therapy.

**FAMILY MALTREATMENT:** Designed to identify, report, assess and provide therapy for active duty members and their families referred due to maltreatment (child abuses and/or domestic violence) and to arrange for other necessary medical and non-medical services.

<b>Name:</b> Family Advocacy
<b>Address:</b> Bldg 1200 - 4th floor
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-2271; DSN 736-2271
<b>WWW Link:</b> <a href="http://www.airforceap.org/home.asp">http://www.airforceap.org/home.asp</a>

## Single Member Services

If you are single and relocating to Sheppard AFB, the best way to make new friends can be summed up in one word -- Involvement! Become involved with the numerous recreational activities occurring on base, volunteer spare time on base or in the local community, attend the church services of your choice, and in general, become a part of the community as quickly as possible. **CROSS-REFERENCE:** For additional information on chapel services, see Category LOCAL COMMUNITY,

Related Subject RELIGIOUS ACTIVITIES and Category SUPPORT SERVICES, Related Subject CHAPEL SERVICES AND PROGRAMS. CROSS-REFERENCE: For additional information on recreational facilities, see Category COMMUNITY, Related Subject RECREATION OPPORTUNITIES and Category SUPPORT SERVICES, Related Subject MORALE, WELFARE AND RECREATION. CROSS-REFERENCE: For additional information on volunteer opportunities, see Category EMPLOYMENT, Related Subject NON-PAID OR VOLUNTEER OPPORTUNITIES.

## Support Groups

The following is a sampling of support groups on base and in the local community. For information on other organizations not listed, contact Information and Referral, Family Support Center, 940-676-4358; DSN 736-4358.

<b>Name:</b> Alcoholics Anonymous
<b>Address:</b> 5103-A Jacksboro Hwy
<b>City:</b> Wichita Falls, TX 76301
<b>Phone:</b> 940-322-6452
<b>Comments:</b> Call for information and schedules.

<b>Name:</b> Hearts Apart Program
<b>POC:</b> Readiness NCO
<b>Address:</b> Bldg 796
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4358
<b>FAX:</b> 940-676-2862
<b>DSN Phone:</b> 736-4358
<b>DSN FAX:</b> 736-2862
<b>Comments:</b> This program is for married or single military members and their families when the military member is going to a remote assignment or TDY for at least 90 days. Aspects of the support group include morale phone and videophone calls, monthly newsletters, luncheons, dinners, picnics, Christmas pictures, and more.

<b>Name:</b> Parents Without Partners Support Group
<b>Address:</b> 3100 Seymour Highway
<b>City:</b> Wichita Falls, TX 76301
<b>Phone:</b> 940-767-3930

<b>Name:</b> Substance Abuse
<b>POC:</b> Life Skills Clinic
<b>Address:</b> Bldg 1200 - Sheppard Hospital
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-6075
<b>DSN Phone:</b> 736-6075
<b>Comments:</b> Hours: 0730 - 1630, Monday - Friday.

<b>Name:</b> Suicide Prevention
<b>POC:</b> Concern - Crisis Listening
<b>Address:</b> Box 1945
<b>City:</b> Wichita Falls, TX 76307
<b>Phone:</b> 940-723-0821
<b>Comments:</b> 24-hours crisis intervention.

## Morale, Welfare, and Recreation

For more information on this subject:  
Services Division  
<http://www.sheppard.af.mil/82svs/>

Sheppard AFB prides itself on having a complete range of recreational programs to offer its members. Further information is available through Services Division, 940-676-2745; DSN 736-2745; FAX DSN 736-6872.

<b>Name:</b> AerobiCenter
<b>Address:</b> Bldg 384
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-7491; DSN 736-7491
<b>Comments:</b> Call for schedule. The AerobiCenter, located in the South Fitness Center, has low and high-impact aerobic classes daily. All classes are co-ed and are taught by certified instructors.

<b>Name:</b> Arts & Crafts Center (Skills & Development Center) (Ceramics - contractor)
<b>Address:</b> P.O. Box 6167, Bldg 832
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-855-0118
<b>Comments:</b> Hours: Tuesday - Friday 1100 - 2000; Saturday 1000 - 1700. Full line of ceramic and art supplies offered. Free instruction and storage of projects provided.

<b>Name:</b> Athletic Fields
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-2022; DSN 736-2022
<b>Comments:</b> Sheppard has three lighted regulation softball fields, a running track, and a football/soccer field. The fields are used for intramural and varsity tournaments, but can be reserved for leisure play.

<b>Name:</b> Auto Skills Center
<b>Address:</b> Bldg 55 & 57
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4110/2249; DSN 736-4110/2249
<b>Comments:</b> Call for hours. The Auto Skills Center has several bays and lubrication racks. Qualified mechanics are on duty to assist and advise patrons. Tools and all types of equipment, including a computerized engine analyzer and alignment machine are available. A brief safety course is required before using the facility. Call for a schedule of free safety courses.

<b>Name:</b> Bowling Centers
<b>Address:</b> North Lanes - Bldg 811; South Lanes - Bldg 318
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> North - 940-676-2677; DSN 736-2677; South - 940-676-2170; DSN 736-2170
<b>Comments:</b> Call for hours. Sheppard has two bowling centers for league and individual play. Each facility has a snack bar that offers healthy heart meals. There is a pro shop at the South Lanes. The North Lanes offers glow in the dark Rock'It bowling every Friday and Saturday night from 1700 - 2300. Games are \$2.50/adult and \$2.25/youth. Place your music requests to be played "in house" on the Rock 300 sound system.

<b>Name:</b> Community Activities Center
<b>Address:</b> Bldg 430
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-8459; DSN 736-8459
<b>FAX:</b> 940-676-6210; DSN 736-6210
<b>Comments:</b> Call for hours. The Community Activities Center (CAC) is operated for all military personnel, retirees, DoD employees and their family members. It offers a broad range of social activities, entertainment and recreation. The facility has a multi-purpose room, game room, television room and a CyberNet Cafe. You will be able to jump onto the Information Superhighway for a small fee. The CAC also has a grand ballroom that provides a place for talent and variety shows. The conference room is available for military meetings and conferences.

<b>Name:</b> Enlisted Club
<b>Address:</b> Bldg 1108
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4470; DSN 736-4470
<b>Comments:</b> Call for hours. Activities include a barbershop. Wednesday, Friday and Sunday night bingo program and five games of bargo played every Friday night. Nightly entertainment by Nitelife entertainment, karaoke contest and music ranging from jazz, oldies, country-western and top 40 sounds. A sports bar is open seven days a week. Two big screen TVs plus five other TVs are provided to watch your favorite teams play. The game room has six billiard tables, two steel dart boards and video trivia and card game machines. Membership is open to all active duty military, airman through chief, retirees and civilians of equivalent grades including bona fide guests. Full dining is now offered to all ranks at the Officers; Club, but the Enlisted Club serves a wide variety of inexpensive food from our sports bar menu.



<b>Name:</b> Fitness & Sports
<b>Address:</b> See Comments
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> See Comments
<b>Comments:</b> 1. Main Gym, Bldg 450. Phone 940-676-2022; DSN 736-2022 Call for hours of operation. The main gym has a seating capacity of approximately 1,500. Gym facilities include a well-equipped weight and nautilus room, a men's and women's sauna, three racquetball courts and spacious locker rooms.  2. North Fitness Center, Bldg 825. Phone 940-676-6336; DSN 736-6336 Call for hours of operation. The fitness center has a nautilus room, seven racquetball courts, a weight room, basketball court, and men's and women's locker rooms with showers and saunas.  3. South Fitness Center, Bldg 384. Phone 940-676-2972; DSN 736-2972 Has a life circuit system, four racquetball courts (2 challenge courts), a weight room, basketball court, and saunas.

<b>Name:</b> Horse Stables
<b>Address:</b> Bldg 2424
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-1549/4141; DSN 736-1549/4141
<b>Comments:</b> The Saddle Club has 20 box stalls to board privately owned horses. The site has over 90 acres of pasture, a lighted exhibition arena, hay and feed storage, tack rooms, two quarantine stalls and a round pen. The clubhouse provides a meeting room and kitchen for horseowners.

<b>Name:</b> ITT Leisure Travel
<b>Address:</b> Bldg 430 (Community Center)
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-7018; DSN 736-7018
<b>Comments:</b> Call for hours. Visit for help in planning your next vacation.

<b>Name:</b> Information, Tickets & Travel (ITT Office)
<b>Address:</b> Bldg 430 (Community Center) - 2nd floor
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-2302; DSN 736-2302
<b>FAX:</b> 940-676-6210; DSN 736-6210
<b>Comments:</b> Call for hours. Offers group tours, trips and reduced price tickets for local and national attractions. Sells balloons, gift items, and candy grams with delivery on base available.

<b>Name:</b> Lake Texoma Recreational Annex
<b>Address:</b> 1030 Sheppard AFB Road
<b>City:</b> Whitesboro, TX 76273
<b>Phone:</b> 903-523-4613
<b>FAX:</b> 903-523-5200
<b>Comments:</b> Call for hours. Lake Texoma recreational annex in Whitesboro, TX offers your perfect getaway opportunity. Approximately two hours east of Wichita Falls, this military area offers cabin rental, tent and campsites, boat rental (fishing, paddle boats, canoes, etc), dry storage, outside storage, sports equipment rental, party equipment rental, fax and copier services and much more. Reservations are accepted 90 days in advance.

<b>Name:</b> Library
<b>Address:</b> Bldg 312
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-6152; DSN 736-6152
<b>FAX:</b> 940-855-8854
<b>Comments:</b> Call for hours. The base library system offers full service for the Sheppard community. Story time is offered to children every Tuesday. Free Internet access available through Servicity. NOTE: The Library is currently undergoing renovation. Children's books are currently located at the Madrigal Youth Center, Bldg 196. All other books are located at the Solid Rock Cafe, Bldg 450.

<b>Name:</b> Officers' Club
<b>Address:</b> Bldg 340
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-6460; DSN 736-6460
<b>FAX:</b> 940-676-4430; DSN 736-4430
<b>Comments:</b> Call for hours. Provides members with complete dining, entertainment, lounge, buffets and holiday events. Known for its Thursday night Prime Rib, the Officers' Club offers lunch buffet Monday through Friday, Thursday and Friday evening dining, main lounge, Duffy's Bar Wednesday through Thursday, ballroom catering and special meeting rooms.

<b>Name:</b> Outdoor Recreation
<b>Address:</b> 82 SVS/SVRO, 1224 Drivers Rd, Bldg 2117
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4141; DSN 736-4141
<b>FAX:</b> 940-676-2876 or DSN 736-2876
<b>Comments:</b> Call for hours. The outdoor recreation center offers group tours and equipment rental. Typical tours include hiking, canoeing, camping, skiing and picnicking. Items for loan include boats, canoes, tents, fishing poles, coolers, lanterns, recreational equipment, camping trailers, home and garden equipment and more for a small daily fee. The swimming pool and skeet range hours can also be obtained from Outdoor Recreation. Recreational vehicle storage security spaces available.

<b>Name:</b> Picnic Areas
<b>Address:</b> Reservations: Bldg 2117
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4141; DSN 736-4141
<b>Comments:</b> The south picnic area is located between Chapel 2 and the golf course. It includes two covered pavilions with barbecue pits. Picnic tables, a children's playground, and sand volleyball courts are also available. The hospital picnic area provides picnic tables, a large pavilion, small pavilions, children's playground equipment and a parking area.

<b>Name:</b> Red River Cafe
<b>Address:</b> Bldg 649 (Student Center)
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-2029; DSN 736-2029
<b>Comments:</b> Call for hours. Serving lunch and the best ice cream and fresh baked cookies in town.

<b>Name:</b> Rock Climbing Wall
<b>Address:</b> Set up at various base locations
<b>City:</b> Sheppard AFB TX
<b>Phone:</b> 940-676-4141; DSN 36-4141
<b>Comments:</b> Hours: Friday 1730-2030; Saturday 1000-1700; Sunday 1300-1500. Try this challenging fitness opportunity. Ask about reserving the unit for squadron functions, picnics, etc.

<b>Name:</b> Services Division
<b>Address:</b> 511 I Avenue (Bldg 531)
<b>City:</b> Sheppard AFB, TX 76311-2501
<b>Phone:</b> 940-676-2745; DSN 736-2745
<b>Comments:</b> This office houses Services Division staff personnel to include Division Chief, Deputy Chief and four Flight Chiefs (Business Operations, Combat Support, Community Support and Family Member Support).

<b>Name:</b> Student Center
<b>Address:</b> Bldg 649
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-2491; DSN 736-2491
<b>Comments:</b> Call for hours. The Student Center is geared towards the NPS students. This is a place for fun and relaxation. The Student Center offers a variety of programs, including billiards, chess and ping-pong tournaments, dances, Monday night football, retro night, top 40 and more. Visit the Sports Pub...the ultimate in sports coverage. Listen to the sound of NiteLife in the ballroom and play numerous games in the billards and game room. If you're hungry, stop by the Red River Cafe.

<b>Name:</b> Swimming Pools
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-6494/4141; DSN 736-6494/4141
<b>Comments:</b> Call for hours. Three swimming pools with life guards are open May - September. Season pool passes are \$35.00 for an individual pass and \$65.00 for a family pass. Free water aerobics classes are offered at the main pool.

<b>Name:</b> Trap & Skeet Range
<b>Address:</b> Bldg 2382
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-6242/4141; DSN 736-6242/4141
<b>Comments:</b> Hours: Thursday 1630 - 2000; Saturday 0900 - 1500; and Sunday 1100 - 1700. Staffed by experienced shooters, the skeet range is ideal for all levels of expertise. Private lessons for ages 18 and up, and group shoots are available by appointment only. Guns are available for patrons use at the skeet range only.

<b>Name:</b> Wind Creek Golf Course
<b>Address:</b> Bldg 4490
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-6369; DSN 736-6369
<b>Comments:</b> Call for hours. One of the Air Force's finest and most challenging 18-hole golf courses. The facility includes a pro shop, snack bar, lounge, dressing rooms, 24-hour lighted driving range, two putting greens, and a practice green. PGA professional teaching services are available.

## Chapel Services and Programs

For more information on this subject:  
Chapel Services  
<http://www.sheppard.af.mil>

Three chapels and a religious education facility, staffed by a dedicated group of chaplain service specialists, program coordinators and laity, meet the spiritual needs of the Sheppard community. The chapel program includes a variety of Catholic and Protestant worship opportunities. Full active programs for men, women and youth are available including choirs, a preschool through adult religious education program, a specialized student airman ministry featuring weekend retreat opportunities. **DUTY HOURS:** 0745-1645, Monday-Friday. Chaplains are also available after duty hours for emergencies by calling the command post at 940-676-6266, ask for the Duty Chaplain. **CROSS-REFERENCE:** For information on religious activities in the local community, see Category LOCAL COMMUNITY, Related Subject RELIGIOUS ACTIVITIES.

**WORSHIP AND RELIGIOUS EDUCATION SCHEDULE:**

**PROTESTANT SERVICES:**

Liturgical/Eucharist Worship, South Chapel, Saturday, 1830;  
Community Worship, North Chapel, Sunday, 1030;  
Inspirational Gospel Worship, South Chapel, Sunday, 1030;  
Religious Education, Bldg 962, 0900-1000;

### CATHOLIC SERVICES:

Daily Mass, North Chapel, Mon-Fri, 1130;  
Reconciliation, North Chapel, Saturday, 1600;  
Mass, North Chapel, Saturday, 1700;  
Mass, North Chapel, Sunday, 0900;  
Mass, North Chapel, Sunday, 1200;  
Religious Education, RE Center, Sunday, 1020

### OTHER SERVICES:

Latter-Day Saints Services, Hospital Chapel, Sunday, 1400  
Islamic Services, South Chapel, Friday afternoon  
Jewish Services, House of Jacob Synagogue, 940-322-4177  
Mystic Grove Study Group (Pagan/Wiccan), Bldg 962, Wednesday, 1830

### CHAPEL LOCATIONS:

South Chapel (Bldg 4475), 1st St & Ave I;  
North Chapel (Bldg 810), Ave E & 8th St;  
Hospital Chapel (Bldg 1200), West side of Hospital;  
RE Center (Bldg 962), 10th St & Ave I

For information on other religious services (Jewish, Muslim, Greek Orthodox, etc.) and worship times, call the chapel at 940-676-4370; DSN 736-4370.

<b>Name:</b> Base Chaplain Office
<b>POC:</b> Wing Chaplain
<b>Address:</b> Bldg 4475
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4370; DSN 736-4370

## Drug and Alcohol

The Life Skills Clinic at the Sheppard Hospital is the focal point for drug and alcohol rehabilitation programs. Military members, their dependents, and Air Force employees with drug or alcohol abuse problems are eligible for assistance. **CROSS-REFERENCE:** For additional information see Category SUPPORT SERVICES, Related Subject SUPPORT GROUPS.

<b>Name:</b> Sheppard AFB Hospital
<b>POC:</b> Life Skills Clinic
<b>Address:</b> Bldg 1200
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-6075; DSN 736-6075

## Legal Assistance

The legal office provides a broad range of free legal assistance to active-duty and retired members and their families. Legal assistance is by appointment only. Notary service and powers of attorney are provided free and without appointment Monday through Friday between 0800 - 1600.

<b>Name:</b> Legal Office
<b>POC:</b> Legal Assistance
<b>Address:</b> Bldg 315
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4262; DSN 736-4262
<b>Comments:</b> Hours: 0730-1630, Monday-Friday.

## Child And Teen Services

### Child and Teen Services Overview

This section includes information on child and teen services available at Sheppard AFB and in the local community. A special section for teens is included. Questions may be directed to the individual agency or to Information and Referral at the Family Support Center, 940-676-4358; DSN 736-4358.

### New Parent Program

These record listings are a sample of new parent programs on base. For further information on an organization not listed, contact Information and Referral, Family Support Center, 940-676-4358; DSN 736-4358.

<b>Name:</b> Bundles for Babies Program
<b>POC:</b> Family Support Center
<b>Address:</b> Bldg 796
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4358; DSN 736-4358
<b>FAX:</b> 940-676-2862; DSN 736-2862
<b>Comments:</b> The Bundles for Babies Program is an Air Force Aid Society initiative. Expectant Air Force parents can come by the Family Support Center and pick up the TimeLife book, "Your Baby's First Year", absolutely free of charge. Then the parents (or mother) are invited to attend the Bundles for Babies class during the 3rd trimester. The class is conducted jointly by the Family Support Center and the Family Advocacy office. After attending the class, parents are given a "Bundle for Baby" which includes blankets, crib sheets, hooded towels, wash mitt, onesies, cloth diapers, sleep and play outfits and a stuffed animal.

<b>Name:</b> Family Advocacy
<b>Address:</b> Bldg 1200, 4th floor
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-2271; DSN 736-2271
<b>Comments:</b> New Parents Support Program: Designed to provide education, support and information to new parents. Services are provided from conception through one year. Services are also provided to families with unique circumstances, such as blended families, teen parenting and medically complicated pregnancies.

<b>Name:</b> Relocation Services
<b>Address:</b> Bldg 796
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-2300; DSN 676-2300
<b>Comments:</b> Diaper Pin Program: Provides layettes to E-4 and below who have their first child at the Sheppard Hospital.

## Child Care Programs - on Installation

For more information on this subject:  
Child Development Center  
<http://www.sheppard.af.mil/82svs>

The Child Development Center, located in Bldg 195, is equipped to care for children from infants to 5 years of age on a full time basis. There is an enrichment program available for children ages 3 - 5, from 0845 - 1145 on Monday, Wednesday and Friday

or Tuesday and Thursday from 0845-1145. Full time weekly care is available for up to 10 hours per day Monday-Friday between the hours of 0530-1800; ages 6 wks-6 mo from 0630-1700; and ages 6 mo - 5 years from 0530 - 1800. There are hourly and weekly payment plans. Hourly care is available by reservation. Call 940-676-2038; DSN 736-2038 for information on availability, programs, fees, and reservations. CROSS-REFERENCE: See Category AT A GLANCE.

**DOCUMENTATION REQUIRED:** Hourly care requires current shot record and last well-baby or physical report. To obtain a permanent slot, member must also submit DD Form 2606 Waiting List Request. Dual military families and single military parents also fill out AF Form 357.

**RATES:** Rates are computed based on the family's total income which is verified by the service member's Leave and Earnings Statement and the spouse's current payroll checkstub. Incomes are then matched to DOD fee categories. The new Fee Range:

**TOTAL FAMILY INCOME:**

Category I - \$0-23,000; Category II - 23,001-34,000; Category III - 34,001-44,000; Category IV - 44,001-55,000; Category V - 55,001-69,999; Category VI - 70,000 +

Full day care is provided 5 days per week up to 10 hours per day, between the hours of 0530-1800 (0630-1700 for children under 6 months. The fees include meals and snacks. Payment is due by 1645 each Friday before the week of service, the 1st and 15th. A \$15.00 late fee (per child) for up to 3 days will be accrued if payments are made after the due date. Chronic lateness may cause your child(ren) to be dropped from care. If you choose a vacation plan and leave the program before your contractual year is up, you will have to pay back any vacation time not earned. Vacation time may not carry over to the next fiscal year. Parents are to pay the highest fee unless they have provided proof of total family income that places them into a lower category.

**INFANT CARE:** Infant care is available from 6 weeks to 12 months. There are currently 8 slots for ages 6 weeks to 6 months, and 12 slots for ages 6 months to 12 months. Prices are the same as FULL DAY CARE.

**HOURLY CARE:** Hourly day care is available Monday - Friday from 0530 - 1800 for ages 1 - 5. \$3.00 per hour per child (meals included). A

minimum of one hour will be charged, then increments of half hours. To make reservations, call 940-676-2038. Reservations may be made up to two weeks in advance.

**LATE CHARGES:** \$15.00 per each 15 minutes or any portion thereof after closing and \$1.00 for every minute past that time. \$5.00 late fee for every 15 minutes past your contracted pick up time unless approved by the center director/designee. The hourly rate will also be added to the late charge in half hour increments.

**TEN HOUR LIMIT:** Children may remain in the center no more than ten consecutive hours without permission from the director. If you are unable to pick up your child within the ten hour time limit on an ongoing basis, you must provide the director with a written waiver request and justification signed by your supervisor. The Support Group Commander will approve or deny your request.

**HOLDING FEE:** A non-refundable holding fee will be charged when first enrolling in the weekly or enrichment programs. The \$25.00 will be applied toward the first payment when due.

**WITHDRAWING FROM PROGRAM:** A paid 2 week (weeks must start on a Monday and end on a Friday) written notice is required when withdrawing your child from the Full Day or Enrichment programs. The written notice must be turned in to the front desk staff by close of business the Friday prior to the two weeks.

**PARENTS BREAK PROGRAM:** The Child Development Center, in conjunction with the Family Support Center, offers the "Parents Break" Program. This program provides limited free child care for ages 6 wks - 5 years for military families in the following categories: active duty member within 30 days of arriving/departing from Sheppard; military member deployed, TDY or remote; members with special needs children; family emergencies and other hardship circumstances. This program is offered the first Saturday of each month from 1300 - 1700. Reservations are required. Contact your unit's First Sergeant, the Family Support Center or the Chaplains office to determine eligibility. Must have a need of 8 families to have the program.

**FAMILY CHILD CARE PROGRAM:** The Family Child Care Program is administered through the family child care coordinator located in Bldg 1664. It provides licensed child care in base housing units, under Air Force guidance and training programs.

The 82d Support Group commander grants the privilege to people in base quarters who want to provide service to other Air Force families. Call 940-676-4237; DSN 736-4237 for information.

<b>Name:</b> Child Development Center
<b>Address:</b> Bldg 195
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-2038; DSN 736-2038
<b>FAX:</b> DSN 736-6872
<b>Comments:</b> Hours: Normal hours are 0530 - 1800, Mon-Fri (Call for complete schedule). Center holds both DOD certification and NAEYC (National Association for Education of Young Children) Accreditation.

<b>Name:</b> Family Child Care Program
<b>Address:</b> Bldg 1664
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4237; DSN 736-4237
<b>FAX:</b> 940-676-6826; DSN 736-6826
<b>Comments:</b> Family Child Care is the regular care of a child in the home of another family in base housing. Licensing is approved by the Support Group Commander for an on-base resident to provide care in his/her quarters. The licensee must meet all requirements of the base Family Child Care regulations. Each provider is thoroughly investigated, monitored, and trained to meet the licensing requirements. Care is provided by the licensee as his/her private business and fees and charges are set and controlled by that same licensee. Documentation required for each child: Current shot record. Type of care: infant, toddler, preschool, school-age, extended day. Spouses wishing to start their own family child care business may contact the Family Child Care Coordinator, for more information.

## Child Care Programs - Community

There are numerous facilities offering child care in the local community, including the YMCA, churches, etc. Refer to the local Yellow Pages under "CHILD CARE FACILITIES" for a complete listing.

<b>Name:</b> Bill Bartley Family YMCA
<b>Address:</b> 5001 Bartley Drive (off Stone Lake Drive)
<b>City:</b> Wichita Falls TX 76309
<b>Phone:</b> 940-761-1000

<b>Name:</b> The Place
<b>Address:</b> 802 Burnett Street
<b>City:</b> Wichita Falls TX 76301
<b>Phone:</b> 940-723-2940

<b>Name:</b> YMCA - Downtown Branch
<b>Address:</b> 1010 9th St.
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-322-7816

<b>Name:</b> YMCA - East Branch
<b>Address:</b> 302 Tulsa St.
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-766-0259

## Things To Do - Clubs and Social

There are numerous activities for youngsters to participate in, including activities through their school and the Youth Center on base. This section indicates some of the clubs/organizations in the local community who provide youth activities. CROSS-REFERENCE: For more information on Youth Center activities, see Category CHILD AND TEEN SERVICES, Related Subject YOUTH CENTERS. CROSS-REFERENCE: For more information on school, see Category EDUCATION, Related Subject PUBLIC AND DODD SCHOOLS.

**BOY SCOUTS AND GIRL SCOUTS:** Active Boy Scouts organizations include Cub Scout Packs 230 and 232, Boy Scout Troops 31 and 232, and Explorer Posts 110, 375 and 999. Girl Scout units include two Daisy troops, seven Brownie troops, three Junior troops and one Cadet troop. For information, contact the NorCenTex Girl Scout Council at 940-723-4336 or the Northwest Texas Council, Boy Scouts of America at 940-696-2735. **CAMP FIRE COUNCIL:** The Camp Fire Council of North Texas serves both boys and girls in kindergarten through sixth grade. For more information on how to become a part of this organization, contact the CFCNT at 940-322-5209.

<b>Name:</b> Boy Scouts of America
<b>Address:</b> 3604 Maplewood Dr
<b>City:</b> Wichita Falls TX 76308
<b>Phone:</b> 940-696-2735

<b>Name:</b> Boys & Girls Clubs of Wichita Falls
<b>Address:</b> 1318 6th St.
<b>City:</b> Wichita Falls TX 76301
<b>Phone:</b> 940-322-6908

<b>Name:</b> Camp Fire Council of North Texas
<b>Address:</b> 2414 9th St.
<b>City:</b> Wichita Falls TX 76301
<b>Phone:</b> 940-322-5209

<b>Name:</b> NorCenTex Girl Scout Council
<b>Address:</b> 2106 Kemp Blvd.
<b>City:</b> Wichita Falls TX 76308
<b>Phone:</b> 940-723-4336

## Things To Do - Recreation and Sports

For more information on this subject:  
<http://www.sheppard.af.mil/82svs/>

There are many recreational facilities and sports organizations, both on and off base, for children to get involved in. A new state-of-the-art Youth Center offers a variety of programs for students from kindergarten to 18 years of age. The Youth Center is the hub for youth sports programs, including little league baseball, T-ball, softball, football, and basketball. There are several recreational attractions in the local community for children to play putt-putt golf and arcade games, ride go-carts, use batting cages and ride amusement rides. CROSS-REFERENCE: For more information on the Youth Center, see Category CHILD AND TEEN SERVICES, Related Subject YOUTH CENTERS. CROSS-REFERENCE: For more information on organizations that have youth sports, see Category EDUCATION, Related Subject PUBLIC AND DODDS SCHOOLS; and Category CHILD AND TEEN SERVICES, Related Subject CLUBS AND SOCIAL. CROSS-REFERENCE: For more information on recreational attractions, see Category LOCAL COMMUNITY, Related Subject RECREATION OPPORTUNITIES.

<b>Name:</b> Madrigal Youth Center
<b>POC:</b> Director
<b>Address:</b> Bldg 196
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-KIDS (5437); DSN 736-KIDS

<b>Name:</b> Parks and Recreation Department
<b>Address:</b> 10th & Indiana (Wichita Falls Public Library Bldg - 2nd floor)
<b>City:</b> Wichita Falls, TX 76301
<b>Phone:</b> 940-761-7490
<b>Comments:</b> Call for information on getting your child into city-league sports teams, dance classes, summer camps, and more.

## Schools

Cross-Reference: For additional information, see Category EDUCATION, Related Subject PUBLIC AND DODDS SCHOOLS.

The local area is served by four school districts: Wichita Falls, Burkburnett, Iowa Park and City View. Two school districts serve the three Sheppard housing areas (Capehart, Wherry and Bunker Hill). Capehart children attend schools in the Burkburnett Independent School District. Kindergarten through 6th grade attend the John Tower Elementary School, which is within walking distance. Junior and senior high school students are transported by bus to schools in nearby Burkburnett. Children residing in Wherry housing attend schools in the Wichita Falls Independent School District. Elementary students attend Sheppard Elementary School, located in the housing area. Other students are bused to nearby Kirby Junior High School or Hirschi High School. Children living in Bunker Hill are transported by bus to either the Wichita Falls or Burkburnett schools depending on the specific location of their assigned housing.

**IMPORTANT INFORMATION FOR NEWCOMERS TO SHEPPARD AFB:** Families who temporarily maintain residence at the Temporary Living Facility (TLF) are eligible to enroll their children in Sheppard Elementary School. Due to the fact that this is a temporary residence, the children's enrollment at Sheppard Elementary will also be temporary. Once a family has relocated to a residence away from TLF, their children will be required to withdraw from Sheppard Elementary and enroll in the new attendance zone school (families may request to stay at Sheppard Elementary for an additional week to assist in a smoother transition for the students). The ONLY exception will be for families who receive confirmation from the SAFB Housing Office that base housing will be available within a 2-3 month period. Families who are required to wait for more than 3 months for base housing must enroll their children in the appropriate

attendance zone school. Sheppard Elementary serves those children residing in Wherry and south Bunker Hill. Military families residing in Capehart and north Bunker Hill (Burkburnett ISD) may attend Sheppard Elementary with approved school transfer.

The Wichita Falls Independent School District (WFISD) utilizes the Controlled Choice Program to improve racial balance in all schools, grades 7-12. New students and parents should report to the Student Assignment Office where they will complete a Choice Form and provide proof of residency. The Student Assignment Office is located at 1104 Broad, Room 300, Wichita Falls TX. Brochures for Controlled Choice and each magnet program are available by contacting your squadron sponsor, the Sheppard Family Support Center Relocation Office, or the Wichita Falls Independent School District at the numbers listed below: SAFB Relocation Assistance Manager 940-676-4358 or DSN 736-4358; Student Assignment Coordinator 940-720-4962; Magnet Programs 940-720-4988; Director of Special Education 940-720-3110.

### School Age Care

Before-and-After School Programs are offered by the Youth Center on base and the YMCA off-base. The Youth Center offers this program for children ages Kd through 6th grade. It includes a USDA breakfast, lunch and snack, crafts, physical fitness activities, tours, bowling, skating, swimming and outdoor fun. For further information, contact the Youth Center and YMCA. CROSS-REFERENCE: More more information on see Category CHILD AND TEEN SERVICES, Related Subjects CHILD CARE PROGRAMS ON INSTALLATION, CHILD CARE PROGRAMS COMMUNITY and YOUTH CENTERS.

### Religious Programs

Most religious organizations have special programs for their youth, including religious education, children's church, children's Sunday School, youth ministries, etc. Contact the church of your choice for further information on programs offered. CROSS-REFERENCE: For more information on religious activities on base, see Category SUPPORT SERVICES, Related Subject CHAPEL SERVICES AND PROGRAMS. CROSS-REFERENCE: For more information on religious activities in the community, see Category LOCAL COMMUNITY, Related Subject RELIGIOUS ACTIVITIES.

### Special Events

The local community gets very involved with its children. Special events are held annually, including Easter egg hunts, Haunted Trails in Lucy Park at Halloween, Kid's Fest, Safety Safari, Kid's Fishing Rodeo, Notre Dame Festival, and more. Because these events are highly publicized by the local media, children and parents have ample time to get involved.

### Sponsorship and Support

For more information on sponsorship and support programs, contact the Youth Center, 940-676-KIDS.

Children who are coming to the local area and would like a pen pal, should contact the Youth Center at Sheppard AFB. CROSS-REFERENCE: For information on how to get involved in the Pen Pal Program, see Category, RELOCATION SERVICES, Related Subject RELOCATION ASSISTANCE.

<b>Name:</b> Al-Anon New Life Group
<b>Address:</b> 1406 Beverly Dr.
<b>City:</b> Wichita Falls, TX 76308
<b>Phone:</b> 817-322-3213
<b>Comments:</b> Provides support to family members of alcoholics.

<b>Name:</b> Concern - Crises Listening
<b>City:</b> Wichita Falls TX
<b>Phone:</b> 940-723-0821
<b>Comments:</b> 24-hours listening -- someone cares!

<b>Name:</b> Madrigal Youth Center
<b>POC:</b> Director
<b>Address:</b> Bldg 196
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-KIDS (5437)/7995; DSN 736-5437/7995
<b>FAX:</b> 940-676-8464; DSN 736-8464

### Youth Employment

Teens seeking employment may contact the Career Focus Program at the Family Support Center. Teens seeking volunteer opportunities may contact the Volunteer Resource Program at the Family Support Center. Some youth employment opportunities include food service, sackers/baggers, retail stores, lifeguards, swimming instructors, lawn care, recreation facilities and theaters. Some volunteer opportunities are available at the base library, youth center, child development center and base hospital.



<b>Name:</b> Career Focus Program
<b>POC:</b> Career Focus Manager
<b>Address:</b> Bldg 796 - Family Support Center
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4358; DSN 736-4358
<b>FAX:</b> DSN 736-2862
<b>Comments:</b> Hours: 0730 - 1630, Monday - Friday.

<b>Name:</b> Volunteer Resource Program
<b>POC:</b> Volunteer Resource Manager
<b>Address:</b> Bldg 796 - Family Support Center
<b>City:</b> Sheppard AFB TX 76311
<b>Phone:</b> 940-676-4358; DSN 736-4358
<b>FAX:</b> DSN 736-2862
<b>Comments:</b> Hours: 0730 - 1630, Monday - Friday.

## Youth Centers

For more information on this subject:  
Youth Center  
<http://www.sheppard.af.mil/82svs/>

Children of active-duty and retired military members and DOD and NAF employees are offered a complete year-round program of recreational, cultural, educational and social activities through the base youth center. Children under 9 years of age must be accompanied by a parent or guardian during periods of open recreation at the Youth Center. A new state-of-the-art Youth Center, Bldg 196, was completed 1 Aug 97 and covers 22,800 square feet. Gymnastics classes have their own separate room, the gymnasium can be divided into two rooms allowing basketball and volleyball games to be played at the same time, teenagers can socialize, play games, watch tv and study in their own room, and a computer room is available with four computers. Programs are planned for youth ages 5-18, or kindergarten through high school, with instructional classes and sports programs. Summer and before-and-after school programs are available for children kindergarten through sixth grade. These include crafts, physical fitness activities, tours, bowling, skating, swimming and outdoor fun. The new Power Hour Club is an educational enrichment program. Students can get help with homework and talk to a tutor. Students are given the extra opportunity to practice and reinforce skills and concepts learned in school.

**SPORTS PROGRAM:** A wide variety of sports and instructional programs are offered including flag football, soccer, track team, baseball/softball, basketball, swim lessons, girls volleyball, and

cheerleading. Sports coaches are NYSCA (National Youth Sports Coaches Association) certified. Instructional classes include swim lessons, piano, ballet dance lessons, gymnastics, and karate.

**BEFORE AND AFTER SCHOOL PROGRAM:** Care begins at 0530 and ends at 1730. Fees are based on total family income and fee categories. Call the Youth Center for complete schedules and charges. **CROSS-REFERENCE:** For information on youth centers in the local community, see Category CHILD AND TEEN SERVICES, Related Subject CLUBS AND SOCIAL.

<b>Name:</b> Madrigal Youth Center
<b>POC:</b> Director
<b>Address:</b> Bldg 196
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-KIDS (5437); DSN 736-5437
<b>FAX:</b> 940-676-8464; DSN 736-8464
<b>Comments:</b> Hours: Administrative Office: 1000 - 1700, Monday - Friday. Open Recreation (ages 9-18): 1500-2000, Monday - Thursday; 1500-2100, Friday; 1200-2000, Saturday.

## For Teens Only

For more information on this subject:  
Teen Link  
<http://www.sheppard.af.mil/fsc/teen.htm>

This section will provide some basic information that teens need to know when coming to the Sheppard area. Some sections may be cross-referenced to other parts of this SITES booklet for additional information.

If you are a teenager moving to Sheppard AFB, you will probably find that teens here have the same interests, hopes, dreams, and concerns that you have. Most teens keep busy going to school, being involved in extracurricular activities such as band or sports, working part-time jobs, volunteering, etc. Before coming to Sheppard, you may want to request a local teen to correspond with through the Pen Pal Program at the base Youth Center. This will enable you to already know someone when you arrive, and is a good way to find out "what's hot and what's not" in this area. **CROSS-REFERENCE:** For information on how to request a pen pal, see Category RELOCATION SERVICES, Related Subject, RELOCATION ASSISTANCE. After arriving in the area, the easiest and quickest way to meet people and make new friends is to get involved in the local

community. Pursue clubs and organizations in school that interest you, become involved in a local religious organization, take part in recreational opportunities and volunteer your time. CROSS-REFERENCE: For information on volunteering, see Category CHILD AND TEEN SERVICES, Related Subject YOUTH EMPLOYMENT.

**SCHOOLS:** CROSS-REFERENCE: For complete information on schools, see Category EDUCATION, Related Subject PUBLIC AND DODDS SCHOOLS and COLLEGES AND UNIVERSITIES. If you reside on base in the Capehart housing area, and you are a junior high or high school student, you will attend schools in the Burkburnett Independent School District. Buses will transport you to nearby Burkburnett. If you reside on base in the Wherry housing area, you will attend school in the Wichita Falls Independent School District. Junior high school students will be bused to Kirby Junior High School and high school students will be bused to Hirschi High School. If you live in the Bunker Hill housing area on base, you will be bused to either Wichita Falls or Burkburnett schools, depending on the specific location of your assigned housing.

**IMPORTANT INFORMATION FOR JUNIOR HIGH AND HIGH SCHOOL STUDENTS!!**  
**SCHOOL CHOICE/TRANSFER SELECTIONS:** The Controlled Choice Program is being utilized to improve racial balance in all schools, grades 7-12 in the Wichita Falls Independent School District. For more information regarding your school selection or transfer choices, please contact the Wichita Falls Independent School District, Court Compliance Office, at 940-720-4962/4966.

**HIGH SCHOOL GRADUATION REQUIREMENTS FOR THE STATE OF TEXAS**  
Comprehensive High School and Special Education:  
English - 4 units; Math - 3 units; Science - 2 units; U.S. History - 1 unit; World History or World Geography - 1 unit; U.S. Government - 1/2 unit; Economics - 1/2 unit; Health - 1/2 unit; Physical Education or equivalent waiver - 1-1/2 units; Athletics, Band, Dance, ROTC, Vocational - 2 or 3 units; At least 7 electives = 21 units to graduate.

**SCHOLARSHIPS AND GRANTS:** The following is a sample of where you can get information and apply for scholarships and grants when attending college: 1. **SCHOLARSHIP RESOURCE NETWORK** - The Family Support Center operates this computer program to link students with organizations and agencies they can apply to for scholarships and grants. The list of agencies is tailored to the student

based on their personal information. Call 940-676-4358; DSN 736-4358. 2. **HENRY H. ARNOLD EDUCATION GRANT PROGRAM** - Offered through the Air Force Aid Society, this program offers \$1,500 grants to dependents of Air Force members who are pursuing undergraduate degrees. Offered once a year, normally the applications become available in the Nov-Dec timeframe, with actual filing deadline in March of the following year. Call 940-676-4358; DSN 736-4358. 3. For further information on scholarships and grants, contact the base education office or your school's financial aid office.

**PARTNERS-IN-EDUCATION (PIE):** 1. Partners-In-Education, in conjunction with local area car dealers, have initiated an incentive program for students to stay in school. Students in all Wichita Falls high schools who have perfect attendance and passing grades in any grading period may enter a drawing for a new car. 2. **Homework Hotline:** Operated Monday through Thursday 1800 - 2100. Phone: 940-720-3236. 3. **Grief Counseling Services:** Call school secretary for details. 4. **Mentoring Programs:** Volunteers are solicited to mentor students one-to-one.

**DRIVER'S LICENSE INFORMATION:** CROSS-REFERENCE: For additional information, see Category INSTALLATION, Related Subject, REGULATIONS. Driver's Licenses are issued by the Texas Department of Public Safety, 940-851-6066. Cost is \$24.00 for a six-year license payable by cash, check or money order. In order for teens under age 18 to get a driver's license, they have to show proof of completion of driver's education classes, Parent Taught Driver Education, have a signed authorization from their parents, (form available at the Department of Public Safety), present a birth certificate, military ID or passport, and have proof of enrollment from their school's attendance office. A 15-year old may get a driving permit by meeting the requirements listed above and taking a written exam. A 16-year old may get a driver's license by meeting the above requirements and taking a written exam. (Road test requirements may be waived with proof of driver's education classes). Driver's education classes must show that the teen has had 32 hours of classroom instruction and 14 driving hours. Contact the Department of Public Safety for questions or the Parent Taught Driver Kit.

**NOTICE:** Beginning in 2002, teenagers who obtain their driver's license now have restrictions on their license for the first six months. The new Graduated Driver's License Program prohibits teens from having

more than one passenger under 21 who is not a family member, and from driving after midnight and before 5:00 a.m. unless driving is necessary for employment, school or school-related activities or in a medical emergency.

**DRIVER'S EDUCATION CLASSES:** 1. Wichita Falls Independent School District - No classes provided. 2. Burkburnett Independent School District - Driver's education classes are offered through the high school. The student must turn 15 before the end of the class. Cost is \$250 payable BEFORE classes begin. Classroom instruction is offered during the school year; driving instruction is offered through the summer. 3. Iowa Park Independent School District - Driver's education classes are offered through the high school. The student must turn 15 before the end of the class. Cost is \$200 payable BEFORE classes begin. Classroom instruction starts in March; driving instruction will begin in May and run through June. 4. Commercial driving schools are available in the local area. Look in the Yellow Pages of the local phone book under "DRIVING SCHOOLS".

**SAFETY ISSUES:** Sheppard AFB now has a juvenile curfew. According to the Sheppard AFB Instruction, juveniles are individuals 16 years of age or under. Juveniles may not be out of doors beyond the immediate vicinity of their quarters during the period of Sunday-Thursday, 2300-0600 and Friday-Saturday, 2400-0600. Exceptions to this policy are if the juvenile is married; parents or guardian are present; engaged in interstate travel; going to/from work; involved in an emergency; or attending an official function. If you have any questions regarding this policy, please call the Security Forces at 940-676-6892 or DSN 736-6892. Wichita Falls, Burkburnett and Iowa Park all have teen curfews. The following states specifics for teen curfew for each area. **WICHITA FALLS:** Teens under 18 must be in by 11:00 pm on weeknights and 12:00 midnight on weekends. If a teen is caught out after curfew his/her parents will be notified and a citation will be issued, cost to be determined by the courts. **BURKBURNETT:** Ages 12 and under must be in by 11:00 pm seven days a week. Ages 13 through 16 must be in by 12:00 midnight on weeknights and 1:00 am on weekends. If a teen is caught out after curfew his/her parents will be notified and a citation will be issued, cost to be determined by the courts. **IOWA PARK:** Teens under 18 must be in by 11:00 pm on weeknights and 12:00 midnight on weekends. If a teen is caught out after curfew, his/her parents will be notified and a citation will be issued, cost to be determined by the courts. **GANG ACTIVITY:** The

Wichita Falls area is experiencing some gang activity. For details about areas of town where gang activity is occurring, or information about colors, contact the Wichita Falls Police Department, 940-761-7792 or your local school district.

## **Survival Tips For First Termers**

### **Survival Tips for First Termers Overview**

In addition to this section on Survival Tips for First Termers, it is extremely important that you read every applicable section of this SITES book for information on various aspects of the base. **FIRST TERMER (definition):** A first termter is someone who has just entered military service and is still on their first enlistment. The first termter will be making their first military permanent change of station (PCS) move.

**CONGRATULATIONS!** You survived basic training, you survived tech school, and with the help of the information provided below, you WILL survive your first PCS move. You may have moved several times in your life, but unless you are the child of a service member, you have never moved the military way! It will be a new, and sometimes frustrating experience, but the key to a successful military move is PREPARATION. Please take advantage of all the agencies, offices and people available to offer information, assistance and guidance: the Family Support Center, Traffic Management Office, Military Pay and Travel Pay, Base Housing, Orderly Room, Base Legal Office, Exceptional Family Member Program, Health Benefits Advisor, Military Personnel Flight, Base INTRO Manager, Chaplains and others. Look for telephone numbers in this book or call the Sheppard AFB operator at 940-676-2511; DSN 736-2511. You will be going through a lot of out-processing briefings at your base which will include briefings from the Traffic Management Office on moving your household goods and Accounting and Finance on your travel pay entitlements. Questions may also be directed to the Relocation Assistance Program at your Family Support Center.

**SINGLE:** A PCS move, if you are single, has both good and bad aspects. The good news is that it will probably not be as expensive for you to move as it is for married personnel -- you will probably still live in a dorm. The Air Force will pay for you to get to your next base, but they pay ONLY for you to get from one base to another, not for you to go home on leave first. Going home on leave will be at YOUR expense, even if you are going for recruiter

assistance. Plan ahead and start saving funds now to pay for that trip home. The worst part of being single and making a move is that you may not know ANYONE when you get to your base. This is why you want to make sure you have a sponsor to your base. (CROSS-REFERENCE: See BEFORE YOU MOVE section below for further information on sponsors.) After you arrive at your base, you will make friends and feel more a part of the community if you become involved. Volunteering your time, attending church services, participating in base recreational activities, etc., are all good ways to meet new people and help banish homesickness. (Cross-Reference: For additional information, see Category SUPPORT SERVICES, Related Subject SINGLE MEMBER SERVICES.)

**ENGAGED:** If you are engaged and are going to get married while home on leave, there are certain things you will need to take care of as soon as possible. Contact your First Sergeant/Commander at both your current and gaining base for information on what you need to do. If you are marrying another military member, contact the assignment section of the Military Personnel Flight to see about applying for Join Spouse assignments. The Air Force will do their best to station you both at the same base, but there are no guarantees. If you are marrying a civilian, take your marriage certificate and ID card, along with your spouse, to the nearest military installation to get your spouse's ID card, get them enrolled in the DEERS program so they can use base medical facilities, and amend your orders to include your spouse so you will be reimbursed for their travel and shipment of household goods. If there is no military installation near your home, take care of these things as soon as you get to your gaining base. Be sure you get your orders amended BEFORE you sign into your new squadron to ensure reimbursement payment for travel of spouse. Be sure to take into account the expense of getting set up in an apartment at your gaining base.

**MARRIED:** If you do not get a remote assignment (one where your family is not allowed to come), chances are you will be moving your family to your new base. Plan ahead for the expenses that will be involved, including first and last month's rent, security deposits, utility deposits, etc. The Personal Financial Management Program manager at the Family Support Center can help you plan for these expenses.

<b>Name:</b> Relocation Assistance Program
<b>POC:</b> Relocation Assistance Manager
<b>Address:</b> Bldg 796
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4358; DSN 736-4358
<b>FAX:</b> 940-676-2862

## Before You Move

There are several things you will need to do before you move -- remember, PREPARATION is the key to a successful move:

1. Upon notification of your assignment, contact the Relocation Assistance Program in the Family Support Center for information on your new base. The Relocation Assistance Program has the following services:
  - a. Base Brochures and Video Tapes - available for 48-hour checkout.
  - b. SITES (Standard Installation Topic Exchange Service) - this is the computer generated book you are now reading.
  - c. Automap - if you are driving to your next base, the Automap computer software can map out your route. It will tell you the number of miles, how long it is going to take to get there and give you an approximate amount for gasoline. This is a good budgeting tool for your move.
  - d. Moving Workshops - most bases provide workshops to help deal with issues of moving for both the military member and family.
2. If you get married before you PCS, you MUST inform your losing unit commander and follow the procedures exactly as you are given them. The military WILL NOT PAY for travel and housing of your spouse if you do not follow proper procedures.
3. If your spouse will be seeking employment at your new base, have them contact the Career Focus Program at the Family Support Center both before leaving current base and after arriving at new base. Employment services are provided including job referrals, classes on resume writing, etc.
4. Sponsor Information - When you receive your assignment, your gaining base will assign a sponsor to you. Your sponsor should personally contact you by phone and/or letter, send you specific information about the base, acquire temporary living quarters or a dorm room, acquire information on off-base housing, etc. They should also meet you upon your arrival, take you to lodging, show you around the area, introduce you to people in your squadron, assist you with your unit inprocessing, and in general, make themselves available to you until you are comfortably

settled into the community. If you do not receive a sponsor within 4 weeks of PCSing, contact the INTRO Office in the Military Personnel Flight, or the Unit INTRO Monitor at your gaining squadron so they can assist you in getting a sponsor.

5. If you are going to be applying for base housing, contact the housing office at your current location to get on the advanced housing list. You will need to provide them with copies of your orders. Your name will go on the list the month prior to your arrival. If you will be living off-base, contact the housing office at your gaining base for a printout of local houses/apartments to rent. CROSS-REFERENCE: For more information see Category SURVIVAL TIPS FOR FIRST TERMERS, Related Subject HOUSING AND BILLETING.

6. Make reservations at lodging as soon as you know when you will be arriving to insure you have a place to stay. CROSS-REFERENCE: For more information, see Category SURVIVAL TIPS FOR FIRST TERMERS, Related Subject HOUSING AND BILLETING.

7. Attend out-processing briefings with TMO, Accounting and Finance, etc., to learn specifics of shipping household goods, pay and travel allowances, etc. CROSS-REFERENCE: For more information, see Category SURVIVAL TIPS FOR FIRST TERMERS, Related Subject MONEY MATTERS.

8. Make appointment with Personal Financial Management Counselor at the Family Support Center for assistance in determining expenses involved with moving.

9. Leave a copy of your orders and your travel itinerary with a member of your family and your sponsor so you can be located in the event of an emergency.

<b>Name:</b> Career Focus Program
<b>POC:</b> Career Focus Manager
<b>Address:</b> Bldg 796
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4358; DSN 736-4358
<b>FAX:</b> DSN 736-2862
<b>Comments:</b> Hours: 0730 - 1630, Monday - Friday.

<b>Name:</b> Personal Financial Management Program
<b>POC:</b> Personal Financial Manager
<b>Address:</b> Bldg 796
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4358; DSN 736-4358
<b>FAX:</b> DSN 736-2862
<b>Comments:</b> Hours: 0730 - 1630, Monday - Friday.

<b>Name:</b> Relocation Assistance Program
<b>POC:</b> Relocation Assistance Manager
<b>Address:</b> Bldg 796
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4358; DSN 736-4358
<b>FAX:</b> DSN 736-2862
<b>Comments:</b> Hours: 0730 - 1630, Monday - Friday.

## After You Arrive

Directions from airport: If you arrive by commercial airline, you will land at the Wichita Falls Municipal Airport, two miles from the main gate. Commercial taxi service is available from the airport to Sheppard. If your flight takes you to the Dallas/Fort Worth Airport, van transportation is available to Sheppard AFB. CROSS-REFERENCE: See information on getting taxi service under category LOCAL COMMUNITY, Related Subject COMMUNITY TRANSPORTATION. DIRECTIONS IF DRIVING: If you are traveling by car, all highways leading to the base are well marked. The main gate is on State Highway 240, just off I-44 (U.S. Highways 287 and 281). DIRECTIONS BY BUS: If you arrive by bus, you will get off at the Texas-New Mexico & Oklahoma Coaches bus terminal located at 1406 14th Street, between Holliday and Broad Streets. Sheppard is located approximately six miles from the bus terminal. Take Broad Street (U.S. 287N) until you see the sign for Sheppard AFB. CROSS-REFERENCE: See information on getting taxi service under category LOCAL COMMUNITY, Related Subject COMMUNITY TRANSPORTATION.

Upon arrival at your new base, there will be many things you will need to take care of. Some of those things are listed below:

1. Make sure that your sponsor is aware of the date you will be arriving and request your sponsor to meet you at the lodging office. Your sponsor or you should have made lodging reservations if you are married, or have a dorm room available for you if you are single.

2. As soon as possible after your arrival, contact the Traffic Management Office (TMO). They need to know when you arrive and a good phone number to contact you to arrange for delivery of your household goods.

3. Check with the Housing Referral Office to determine waiting time for on-base housing, to get a listing of off-base housing available, and prior to entering into any lease agreement.

4. Contact your Family Support Center (Bldg 796) with any questions you may have about the community, programs and services, etc.

5. You may borrow essential household items from the Relocation Services Loan Room, Bldg 796 (Family Support Center). They have items such as dish packs, irons/ironing boards, cribs, futons, etc. You may check these items out for 30 days with two 30-day extensions possible while waiting for your household goods to arrive. A copy of orders is required. Hours of operation: Monday - Friday, 0800 - 1630. Phone: 940-676-2300 or DSN 736-2300.

6. Make arrangements to attend Base Newcomer's Orientation and have your spouse attend Heartlink sponsored by the Family Support Center. (Cross-Reference: For more information, see Category SURVIVAL TIPS FOR FIRST TERMERS, Related Subject REPORTING PROCEDURES.)

7. Contact your family and let them know you arrived safely and how to get in touch with you.

<b>Name:</b> Family Support Center
<b>POC:</b> Relocation Assistance Program
<b>Address:</b> Bldg 796
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4358; DSN 736-4358
<b>FAX:</b> DSN 736-2862

<b>Name:</b> Relocation Services Loan Room
<b>Address:</b> Bldg 796 (Family Support Center)
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-2300; DSN 736-2300
<b>Comments:</b> Hours: Monday - Friday, 0800 - 1630.

<b>Name:</b> Traffic Management Office (TMO)
<b>Address:</b> Bldg 402
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-5499; DSN 736-5499

## Reporting Procedures

CROSS-REFERENCE: For additional information, see Category INSTALLATION; Related Subject MUST KNOW ITEMS.

1. Permanent Party members who arrive during duty hours (Mon-Fri, 0800-1630), should report to their Commander's Support Staff. Everyone must be in compliance with Air Force Instruction 36-2903 Dress and Appearance of Air Force Personnel. Permanent Party members who arrive after duty hours should report to the Sheppard Inn, Bldg 1600, Ave J, and contact their appropriate squadrons or sponsor for inprocessing instructions. Questions concerning inprocessing should be addressed to 940-676-2224 or DSN 736-2224; FAX 940-676-2637; DSN 736-2637.

2. Base Newcomer's Orientation (BNO): Telephone: 940-676-6561; DSN 736-6561. Offered once a month, the BNO is held on the first Thursday of each month from 0800 to 1000, at the Officer's Club. Representatives from various base and community agencies will be available to provide information on areas of concern to newcomers. You will be scheduled for BNO during your Commander's Support Staff inprocessing. The orientation is mandatory for military members. Spouses and new civilian employees are encouraged to attend.

3. Heartlink is conducted quarterly to acquaint and familiarize spouses with Air Force programs and services. Geared to spouses who have been with the military five years or less, this is a fun and informative program. For dates and times, call the Family Support Center 940-676-4358; DSN 736-4358.

4. Student Spouse Social: Held the last Tuesday of every month, 1200-1600, to acquaint and familiarize student and new spouses with military terms and base agencies that assist family members. Call the Family Support Center, 940-676-4358; DSN 736-4358, for reservations.

<b>Name:</b> Base INTRO Office
<b>POC:</b> Customer Service
<b>Address:</b> Bldg 402
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-6561; DSN 736-6561
<b>FAX:</b> 940-676-2637; DSN 736-2637
<b>Comments:</b> Call for more information on military inprocessing.

<b>Name:</b> Family Support Center
<b>Address:</b> Bldg 796
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4358; DSN 746-4358
<b>FAX:</b> 940-676-2862; DSN 736-2862
<b>Comments:</b> Call for more information on Heartlink and the Student Spouse Social.

## Travel Planning

Planning is an important part of your PCS move. You don't want surprises coming up while you are enroute. Below are some suggestions for planning your move:

1. Contact the Relocation Assistance Program at the Family Support Center. If you are driving to your next base, ask for an Automap that will map out your specific route. If feasible, ask to be routed close to military installations along the way so you can stay in base billeting which will be less expensive than staying in motels.
2. Leave a copy of your orders and your itinerary with a family member and your sponsor so you can be contacted in case of an emergency.
3. Make sure your orders list your family members so you will receive travel allowances for them.
4. Know what to do in case of an emergency on the road, i.e. how to contact nearest base/local Red Cross for financial assistance. (Cross-Reference: For more information on emergencies, see Category RELOCATION SERVICES, Related Subject INTRANSIT EMERGENCIES.)
5. If traveling with pets, contact your Relocation Assistance Program in the Family Support Center for information on safely transporting your pets, and a listing of motels/hotels that take pets. (Base lodging will NOT take pets.)
6. In planning your travel, please keep safety in mind. By regulation, if you are driving, you are given one authorized travel day for each 350 miles. Total travel time is based on distance from losing to gaining base. Therefore, if you take leave, you will not be allotted additional travel days for your travel while on leave. This is where the safety factor comes in. For example, if you will be traveling an additional 1,000 miles while on leave, add extra time for your travel, don't try to cram those extra miles into your authorized travel days. You are a vital part

of the Air Force family--we want you to arrive safely!

<b>Name:</b> Relocation Assistance Program
<b>POC:</b> Relocation Assistance Manager
<b>Address:</b> Bldg 796
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4358; DSN 736-4358
<b>FAX:</b> 940-676-2862; DSN 736-2862

## Vehicle Ownership

**TRAFFIC** - Texas state traffic laws apply on Sheppard AFB when Federal or Military law does not override same. All vehicle occupants must wear safety belts regardless of when the vehicle was manufactured. Texas law requires children, newborn to 4 years of age, or less than 36" in height, be restrained in an approved child car safety seat. Children 4 years of age and older must be restrained in either an approved safety seat or the vehicle's safety belt. All vehicles entering or leaving Sheppard AFB are subject to search.

**VEHICLES:** Vehicles may be registered at either Pass and Registration in Bldg 402, Room 154. All vehicles operated on base must be registered by the first duty day after arrival, and display either a DoD decal or a temporary pass. To register a vehicle, the member must present a military ID, valid state drivers license, current proof of insurance, and the state registration, duplicate title or title. Vehicles registered outside of Texas must comply with all registration requirements of that state, to include safety and smog inspection certifications, and have the minimum Texas state levels of insurance.

**MOTORCYCLES:** Assigned military and civilian personnel who have completed an Armed Forces approved Motorcycle Safety Course, or an Experienced Rider Certification Course of instruction, may register their privately owned motorcycle on Sheppard AFB. Licensed operators who have not previously attended an approved course, may receive a temporary pass for their motorcycles for on-base operation while waiting to attend a riders safety course. All motorcycle riders must comply with the SAFB dress code. If you have questions regarding the Motorcycle Safety Course and/or the mandatory dress code for motorcycle operators, contact the Wing Safety Office at 940-676-4149; DSN 736-4149. Requirements for motorcycle, motor scooter, and moped operations on Air Force installations and for operation by military personnel off Air Force installations include the wearing of: 1)

Brightly colored or contrasting vest or jacket as an outer upper garment during the day and reflective during the night. Outer upper garment will be clearly visible and not covered; 2) Long sleeved shirts or jackets, full-fingered motorcycle gloves or mittens, and long trousers; and 3) A D.O.T. (Department of Transportation) approved motorcycle helmet.

Before purchasing a vehicle, it is recommended that you make an appointment with the Personal Financial Management Program manager. He can help you determine how much car you can afford, i.e., car payments, insurance, etc. He can also discuss loan values and trade-in values and steer you in the right direction before making your vehicle purchase. Several handouts and video tapes are available to enhance your car-buying knowledge.

<b>Name:</b> Family Support Center
<b>POC:</b> Personal Financial Management Program
<b>Address:</b> Bldg 796
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 817-676-4358
<b>DSN Phone:</b> 736-4358
<b>DSN FAX:</b> 736-2862

<b>Name:</b> Pass and Registration
<b>POC:</b> NCOIC
<b>Address:</b> Bldg 402, Room 154
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 817-676-4135
<b>DSN Phone:</b> 736-4135
<b>Comments:</b> Hours: Monday - Friday, 0730-1700.

<b>Name:</b> Visitors Center
<b>Address:</b> Bldg 1100 (before entering main gate)
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-7441/2066
<b>DSN Phone:</b> 736-7441/2066
<b>Comments:</b> Hours: Monday-Thursday, 0700-2200; Friday-Sunday, 0700-2400.

## Housing and Billeting

For more information on this subject:  
Sheppard Lodging  
<http://www.sheppard.af.mil/82svs/>

**BILLETING (LODGING): SINGLE:** Make sure your sponsor knows what day you will be arriving at your new base so they can have a dorm room ready and waiting for you. **MARRIED:** As soon as you

know what day you will arrive, contact lodging at your new base to reserve a room for you and your family.

**Temporary Quarters (Lodging):** Lodging Office  
Location: Bldg 1600 (Sheppard Inn) Telephone:  
Reservations 940-676-1844/2970; DSN 736-1844  
Switchboard 940-855-1844/7370; FAX 940-676-7434; DSN 736-7434

**NOTE:** Families PCSing in can stay 30 days; families PCSing out are limited to 7 days. BAH must be forfeited for any nights in excess of 30 unless a hardship is approved by Installation Commander. For guests requiring to stay more than 30 days, an extension letter must be given to Lodging administration at least two weeks prior to an extension. Between Nov - Feb, short notice is not a problem for reservations; however, between Mar - Oct, peak months for PCS moves, it is recommended that you call in advance and reserve a room. NO PETS ALLOWED.

**HOUSING:** Personnel being assigned to Sheppard should initiate housing arrangements as early as possible. On-base housing is not immediately available for new arrivals due to extensive waiting lists in all rank categories. Members need to plan for off-base housing for at least 6-12 months before getting base housing. For off-base housing in Wichita Falls and the surrounding areas, the availability of homes to purchase remains good; however, costs on both rentals and sales have escalated over the past months and are not commensurate with the allowable BAH for this area. Apartment complexes in this area are operating at a 98% occupancy rate, requiring longer leases, and are expensive. More landlords are prohibiting pets in rental units. The Sheppard Commander (82TRW/CC) advises all newly assigned personnel to make a house hunting trip, if possible, and contact the Housing Office prior to arrival in the area. The base and the community are working together to meet off-base housing requirements and several new housing developments are underway, but satisfactory availability is several years away. Unless absolutely necessary, airmen coming to introductory tech training and those other members attending tech schools at Sheppard should NOT bring their families. Single senior airmen and lower ranking airmen are required to reside in dormitories unless special permission is obtained to reside off base. Dormitory space is available so previous duty station conditions which may have allowed off-base residency do NOT apply. Storage of excess household goods is provided.



Sheppard AFB has 1,287 military family housing units in three separate housing areas: Capehart, Wherry and Bunker Hill. Floor plans vary from two-to-four bedrooms; all are centrally heated and air-conditioned, equipped with dishwashers, stoves, refrigerators, and garbage disposal units. Waiting times vary due to several planned and ongoing renovation projects in each of the housing areas.

**PROCEDURE FOR ADVANCED HOUSING APPLICATIONS:** Military personnel, E-1 and above with dependents, are authorized to submit an advance application for military housing at any time after they receive PCS orders. Single members may also submit an advance application for military housing IF they are within 30 days of their marriage date. Take orders to the Housing Office at your current location, complete a DD Form 1746, Application for Assignment to Housing, and send to the Housing Office at Sheppard AFB. Normally your Housing Office will be able to FAX this information to Sheppard. The effective date of the application is the first day of the month PRIOR to the month you are due to arrive at Sheppard AFB. Be sure to contact your Housing Office and let them know of your need for base housing at your gaining base AS SOON AS YOU RECEIVE ORDERS.

**CROSS-REFERENCE:** For information on base housing waiting times and prices for off base housing, see Category HOUSING, Related Subjects GOVERNMENT HOUSING and COMMUNITY HOUSING.

ALL PERSONNEL SHOULD VISIT THE HOUSING REFERRAL OFFICE BEFORE BEGINNING THEIR HOUSING SEARCH.

<b>Name:</b> (Lodging - Sheppard Inn)
<b>Address:</b> Bldg 1600
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-1844; DSN 736-1844

<b>Name:</b> Housing Office
<b>Address:</b> Bldg 373
<b>City:</b> Sheppard AFB TX 76311
<b>Phone:</b> 940-676-2846; DSN 736-2846

## Money Matters

Relocating is expensive! The average military member loses \$2 for every \$3 they spend due to poor planning. Don't let that happen to you. REMEMBER, the key to a successful move is

preparation, and that means preparing financially, too.

1. **ADVANCE PAY:** When you make a PCS move, you can take an advance of pay to meet extraordinary expenses related to the PCS move. You can get from one to three months of your base pay less deduction for taxes and other government debts. PCS advances are not used to provide funds for investments, vacations, or the purchase of consumer goods not the direct result of expense of the PCS move. Normal repayment is 12 months, but it can be repaid over 24 months if you show a financial need and you get your Commander's approval. All E-3's and below need the Commander's approval prior to payment; officers and NCOs need the Commander's approval on advances of more than one month or repayments of more than 12 months. IT IS ADVISED YOU DO NOT TAKE ADVANCE PAY UNLESS IT IS ABSOLUTELY NECESSARY. REMEMBER, WHEN YOU TAKE ADVANCE PAY, YOU ARE SPENDING MONEY YOU HAVEN'T EVEN EARNED YET.

2. **ALLOWANCES:** When you PCS to a new base, you are allowed certain entitlements as listed below:

- a. Member's per diem is \$85.00 per each authorized travel day. Spouse's per diem is \$63.75 per each authorized travel day. Dependents (age 12+) per diem is \$63.75 per each authorized travel day; under 12 is \$42.50 per day.
- b. You will be paid for driving up to 2 vehicles to your new base. The member receives 15 cents per mile per authorized vehicle, dependents traveling with you in the same vehicle(s) are authorized 2 cents per mile for one dependent, 4 cents a mile for two dependents, 5 cents per mile for three or more. You cannot exceed 20 cents per mile per each vehicle.
- c. **DISLOCATION ALLOWANCE (DLA):** Is intended to partially offset expenses incurred in discontinuing your old residence and establishing a new residence. THIS ALLOWANCE IS NOT PAYABLE FOR YOUR FIRST AND LAST PCS MOVE - THIS EXCLUDES MOST STUDENTS FROM RECEIVING DLA. Furthermore, DLA is not payable for individuals who do not relocate their household or travel without dependents and occupy government quarters. DLA entitlement is based on the member's rank and being with or without dependents on the effective date of the PCS orders.
- d. **Temporary Lodging Expense (TLE):** Payable only in the CONUS. This allowance may not be paid for more than 10 days. TLE partially offsets the cost of lodging when initially arriving at Sheppard. Check with your finance office for clarification. For TLE, bring in lodging receipts, two copies of orders and a nonavailability slip from lodging (if

government transient quarters were not used) to Military Pay at your next duty station. ENLISTED: TLE is payable for the first PCS. There is no TLE entitlement for the last PCS. OFFICERS: There is no entitlement to TLE for the first or last PCS.

3. **TRAFFIC MANAGEMENT OFFICE:** Personnel will advise you concerning a number of PCS issues including dependent travel, shipment and storage of household goods, movement of mobile home, unaccompanied and excess baggage, firearm regulations, privately owned vehicles, and moving company arrangements. These things can affect total cost of the move to you.

a. **The Do It Yourself (DITY) Move:** Persons wanting to make DITY moves **MUST** schedule an appointment with TMO as soon as possible. There are specific rules and regulations that apply, but basically, here is how the DITY Move works. The Air Force will pay you 95% of what they would have to pay a commercial carrier to move your household goods. For example, if a commercial carrier was going to charge the Air Force \$1,000 to move your household goods, the Air Force will pay you 95% (\$950) to do it yourself. If you can make the move for less than \$950, you make the difference (this amount is considered income and is taxable). For more details, contact your Traffic Management Office.

4. **LEGAL OFFICE:** When making a PCS move, it is possible that some of your household goods may become damaged or missing. You can make a claim to the Legal Office for recoupment of part or all of your expenses to replace that item. If you need to make a claim, contact the Legal Office Claims Division within 70 days of delivery of shipment. They have to notify the carrier of your claim within that time period. As long as you have contacted the Legal Office Claim Division within that 70 days, you actually have up to two years to file the actual claim. Contact the Claims Division of your Legal Office for specifics of how to make claims.

5. Keep a log of ALL expenses associated with your PCS move. Take it with you. If you and your family are traveling separately, keep two logs. Include items such as rental cars, air/bus/rail fares, costs of gasoline, accurate mileage, meals, things purchased for the move, rent deposits, utility deposits, installation charges.

6. Plan a visit to your Personal Financial Management Program manager to help you plan **BEFORE** you make the move and **AFTER** you arrive. He can help you set up your new budget at your new base.

7. **INTRANSIT EMERGENCIES:** If a financial emergency should occur while you are traveling you have several options:

a. If you are near an active duty military installation of any branch of service (Army, Air Force, Navy, Marine), contact that installation's emergency relief office (Army Emergency Relief, Air Force Aid Society, Navy Relief Society) for assistance. You will need your ID card and a copy of your PCS orders. That office will advise you as to what other documentation you might need.

b. If you are not near a military installation, contact the nearest chapter of the American Red Cross. They can provide financial assistance directly, or contact Air Force Aid Society Headquarters for assistance.

8. Make sure your vehicle is ready to make that cross-country trip. All normal maintenance should be done, i.e., oil change, check tires, hoses, belts, fluid levels, etc. In the summer, make sure you have plenty of coolant in your radiator; in the winter, make sure you have plenty of antifreeze.

<b>Name:</b> Personal Financial Management Program
<b>Address:</b> Bldg 796
<b>City:</b> Sheppard AFB, TX 76311
<b>Phone:</b> 940-676-4358; DSN 736-4358
<b>FAX:</b> 940-676-2862; DSN 736-2862

## At A Glance

### Facility/Services Summary

<i>--Officer and Enlisted Population--</i>			
Active Duty Officer	825	Active Duty Warrant Officer	0
Guard Reserve Officer	0	Guard Reserve Warrant Officer	0
Retired (Officer and Enlisted)	4015	Foreign Service Officers	161
Active Duty Enlisted	10160	Guard Reserve Enlisted	0
Foreign Service Enlisted	0		
<i>--Civilians--</i>			
Civil Service	1446	Wage Grade	0
Non-Appropriated Funds	420	Family Members -on and off Installation-	5814
<i>--Family Services--</i>			
Family Centers	1	Teen Centers	1
Child Day Care	1	Family Child Care Certified Homes	24
Total Child Capacity	203	Total Child Capacity	144
Average Waiting List Time -Months-	9		
<i>--Other Services--</i>			
Commissary	1	Exchanges	2
Shoppettes	2	Gas Stations	2
Movie Theaters	1	Banks and Credit Unions	2
McDonalds/Burger King	1	Other i.e. Exchange concessionaires	5

### Housing Summary

<i>--Officer Housing--</i>			
Senior Officer Waiting	6	Senior Officer 3 Bed Room	0
Senior Officer 4 Bed Room	56	Senior Officer Other	0
Company Grade Officer Waiting	6	Company Grade Officer 2 Bed Room	0
Company Grade Officer 3 Bed Room	104	Company Grade Officer 4 Bed Room	40
Company Grade Officer Other	0	BOQ	419
<i>--Enlisted Housing--</i>			
Senior Enlisted Waiting	6	Senior Enlisted 3 Bed Room	88
Senior Enlisted 4 Bed Room	72	Senior Enlisted Other	0
Enlisted Waiting	8	Enlisted 2 Bed Room	430
Enlisted 3 Bed Room	307	Enlisted Other	0
BEQ	294	Transient Lodging Facilities	80

### Education Summary

<i>Name</i>	<i>Numbers</i>
Elementary School	1
Jr High/Middle School	0
High School	0

## Local Community Summary

<i>Type of Housing</i>	<i>Avg.</i>	<i>Low</i>	<i>High</i>
Apartment Rent	500	350	800
House Rent	650	400	1500
House Price - Single Family	90000	50000	200000
Townhouse/Condominium Price	85000	50000	100000

## Medical and Dental Summary

<i>--Medical Facilities--</i>					
Medical Treatment Facilities	Y	Number of Beds	45	Medical Clinic	11
Alcohol	Y	Allergy	Y	Audiology	Y
Cardiology	N	Coronary care	N	Dermatology	N
Dietary	Y	Emergency room	N	Endocrinology	N
Family Practice	Y	General surgery	Y	Gynecology	Y
HIV Unit	N	Hematology	N	Immunization	Y
Infect Disease	Y	Intensive Care	Y	Laboratory	Y
Mental Health	Y	Neonatal Intensive Care Unit	N	Nuclear Medicine	Y
Nephrology	N	Neurology	N	Neurosurgery	N
Obstetrics	Y	Oncology	N	Ophthalmology	Y
Optometry	Y	Orthopedics	Y	Otolaryngology	Y
Pathology	Y	Pediatrics	Y	Physical Therapy	Y
Podiatry	Y	Primary Care	Y	Radiology	Y
Rheumatology	N	Urology	Y		
<i>--Dental Facilities--</i>					
Dental Clinics	1	Adolescent	Y	Endodontics	Y
General Dentistry	Y	Oral Surgery	Y	Orthodontics	Y
Pedodontist	N	Periodontics	Y		

## Relocation and Support Services Summary

<i>--Military Clubs--</i>			
Officers Club	1	Non-Commissioned Officers Club	1
Enlisted Club	1		
<i>--Recreation--</i>			
Arts and Crafts	1	Automobile Hobby Centers	1
Bowling Centers	2	Recreational Centers	2
Libraries	1	Music and Theater Locations	1
<i>--Physical Fitness/Sports--</i>			
9 Hole Golf Courses	0	18 Hole Golf Courses	1
Gyms/Physical Fitness Centers	2	Jogging Paths	1
Tennis Clubs/Courts	6	Tennis Courts - Lighted	4
Swimming Pools - Public	3		
<i>--Nature/Outdoor Activities--</i>			
Outdoor Recreation Centers	1	Campgrounds	0
Fishing Areas	0	Horse Stables	1

## **APPENDIX**

### **Disclaimer**

Presentation of direct or indirect links to products, services or vendors does not constitute endorsement by the Department of Defense. We have provided links to these sites because they have information that may be of interest to our users. These links are presented for informational purposes only. You are encouraged to thoroughly investigate and evaluate items of interest prior to entering into contractual obligations.